

Adding bMail to Outlook 2010

Adding bMail to Outlook is a relatively simple procedure that when completed should enable you to access your account from within the mail client. **Please note that these are instructions for an IMAP configuration**, which will allow you to use only the mail.

If you would like to sync your calendar, tasks, and contacts, please see the document "[How do I Configure my bMail on Outlook 2010 using the Google Apps Sync Tool?](#)".

BEFORE YOU START

- **Set a bConnected key**

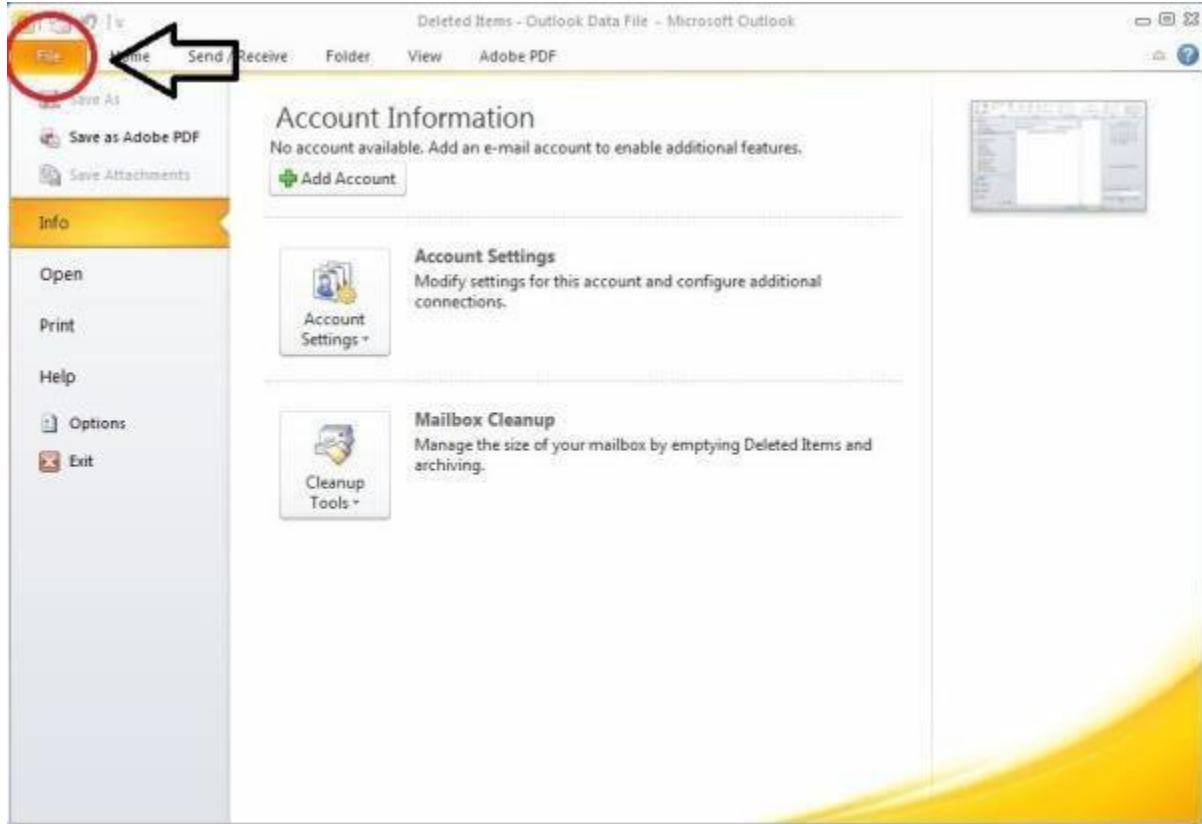
If you have not already created a bConnected key, do so now by following the instructions here ([link](#)). You will need the key to complete the steps in this article.

- **Enable IMAP**

Before you can setup bConnected in Outlook, you need to enable IMAP in the bConnected Settings. For instructions on how to enable IMAP, click [here](#).

Adding bConnected to Outlook

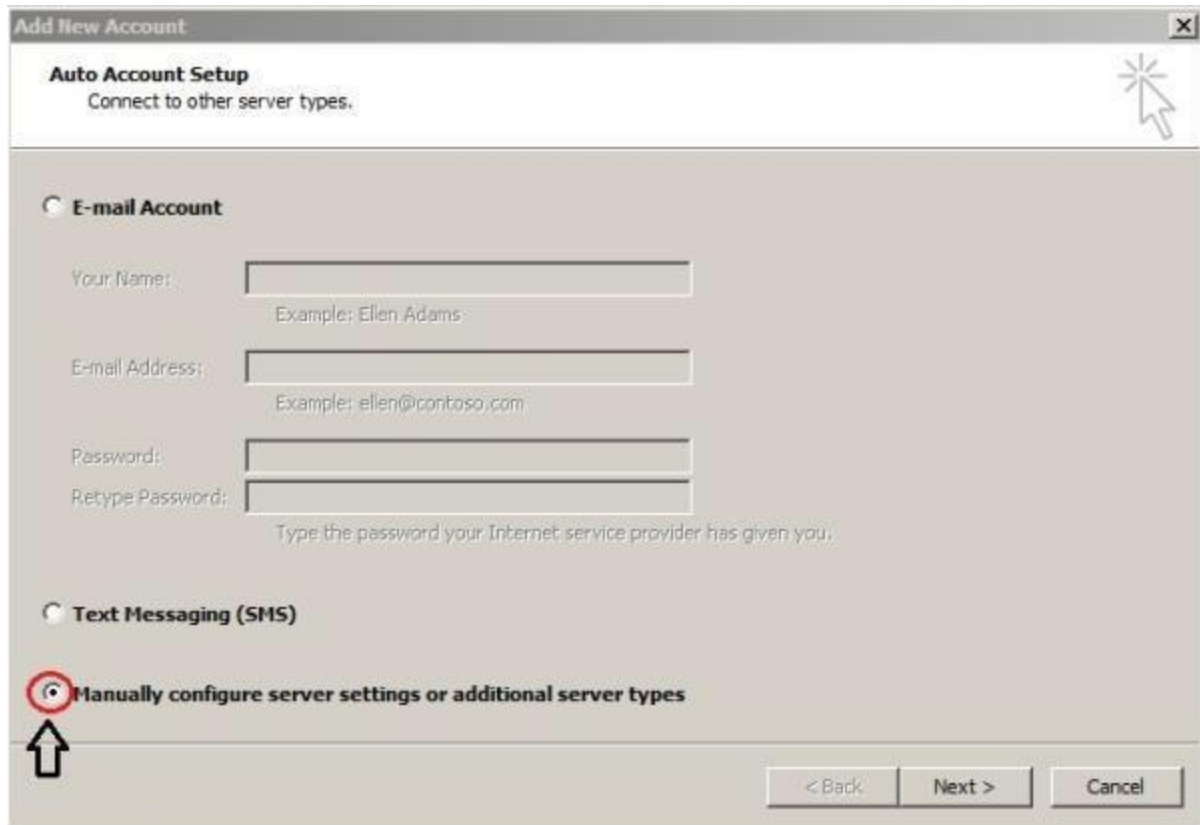
- 1.) Open Outlook.
- 2.) Click on **File** in the top left hand corner.



- 3.) Click on the **Account Settings** button.
- 4.) From the drop down menu, select **Account Settings**.
- 5.) Click the New button in the left corner of the window.

Note: If a **Choose Service** dialog appears, select **Internet Email** and click **Next**.

6.) From the **Add New Account** window, select the **Manually configure server settings or additional server types** radio button at the bottom of the left window.

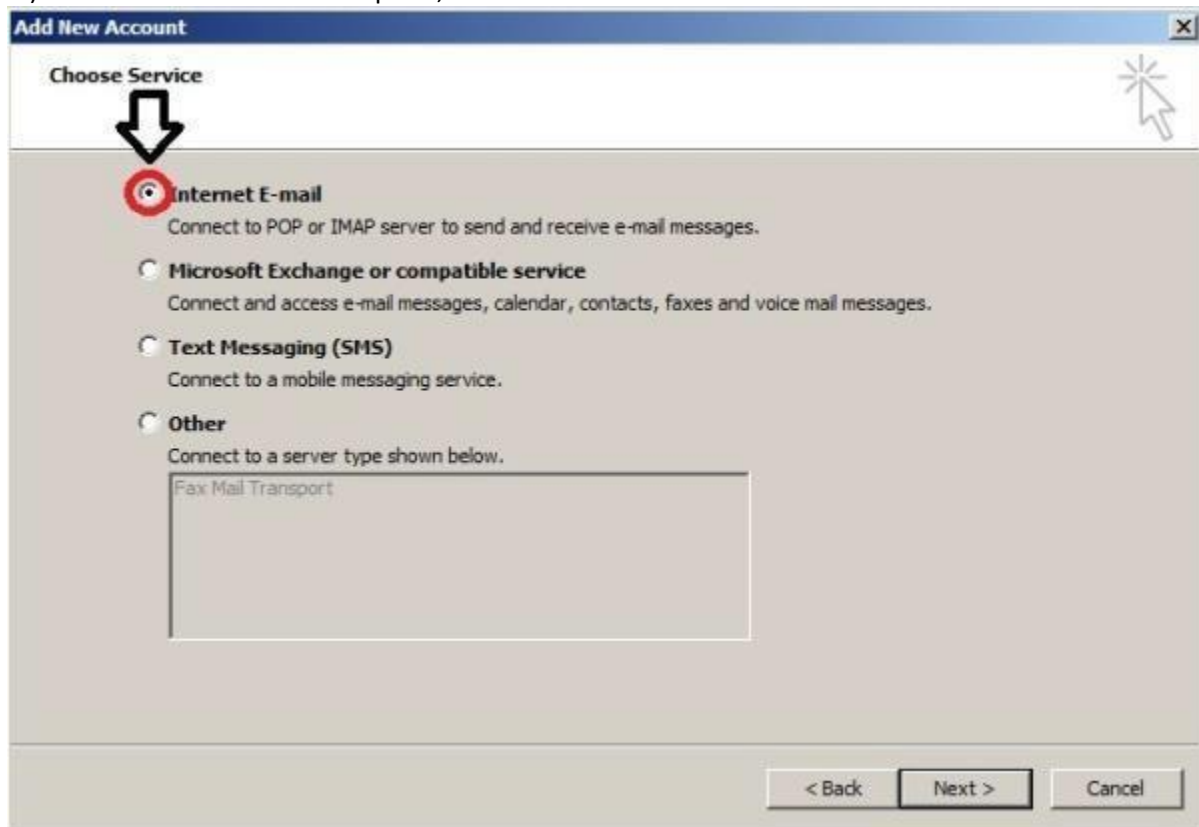


The screenshot shows the 'Add New Account' window with the following elements:

- Auto Account Setup**: Connect to other server types. (indicated by a mouse cursor icon)
- E-mail Account**: Radio button (unselected)
- Text Messaging (SMS)**: Radio button (unselected)
- Manually configure server settings or additional server types**: Radio button (selected, circled in red with an upward arrow pointing to it)
- Input fields for: Your Name (Example: Ellen Adams), E-mail Address (Example: ellen@contoso.com), Password, and Retype Password (Type the password your Internet service provider has given you).
- Buttons: < Back, Next >, Cancel

7.) Click **Next**.

8.) Under the **Choose Service** option, click the **Internet Email** radio button.



9.) Click **Next**.

10.) At the Internet Email Settings window, fill the dialog boxes as follows:

USER INFORMATION

Your Name: *Enter your name*
Email Address: *Enter your full email address*

SERVER INFORMATION

Account Type: IMAP
Incoming mail server: imap.gmail.com
Outgoing mail server: smtp.gmail.com

LOGON INFORMATION

User Name: *Enter your full email address*
Password: Enter the Google Key that was created prior to Step 1.

Add New Account [X]

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: [Virgil Samms]
E-mail Address: [vsamms@berkeley.edu]

Server Information
Account Type: [IMAP]
Incoming mail server: [imap.gmail.com]
Outgoing mail server (SMTP): [smtp.gmail.com]

Logon Information
User Name: [vsamms@berkeley.edu]
Password: [*****]
 Remember password
 Require logon using Secure Password Authentication (SPA)

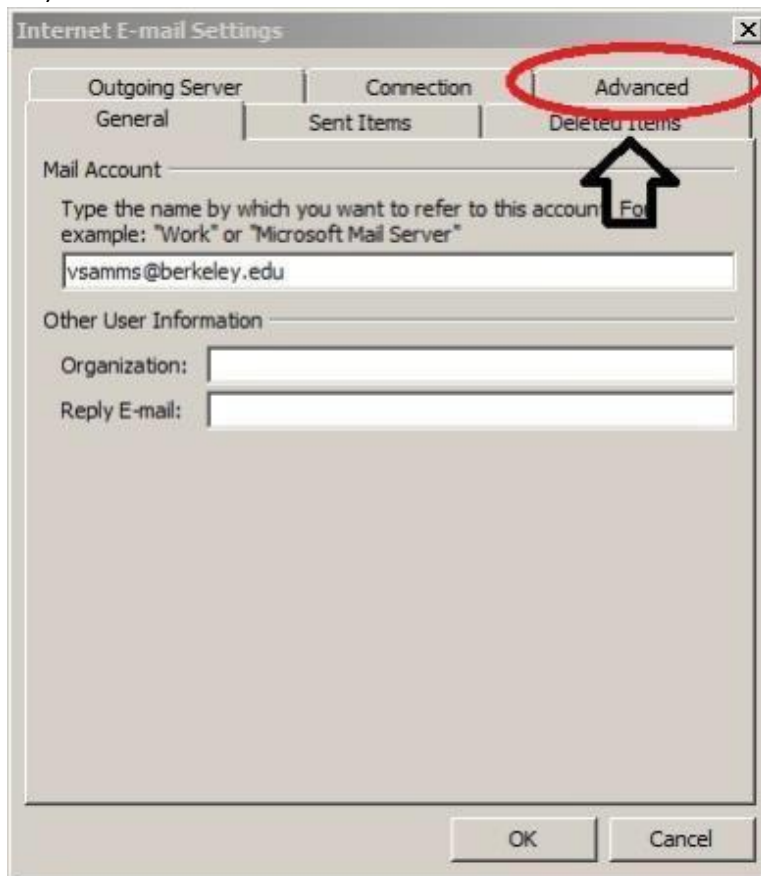
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
[Test Account Settings ...]
 Test Account Settings by clicking the Next button

[More Settings ...]

[< Back] [Next >] [Cancel]

11.) Click the **More Settings** button near the bottom right of the window

12.) Click the **Advanced** tab.



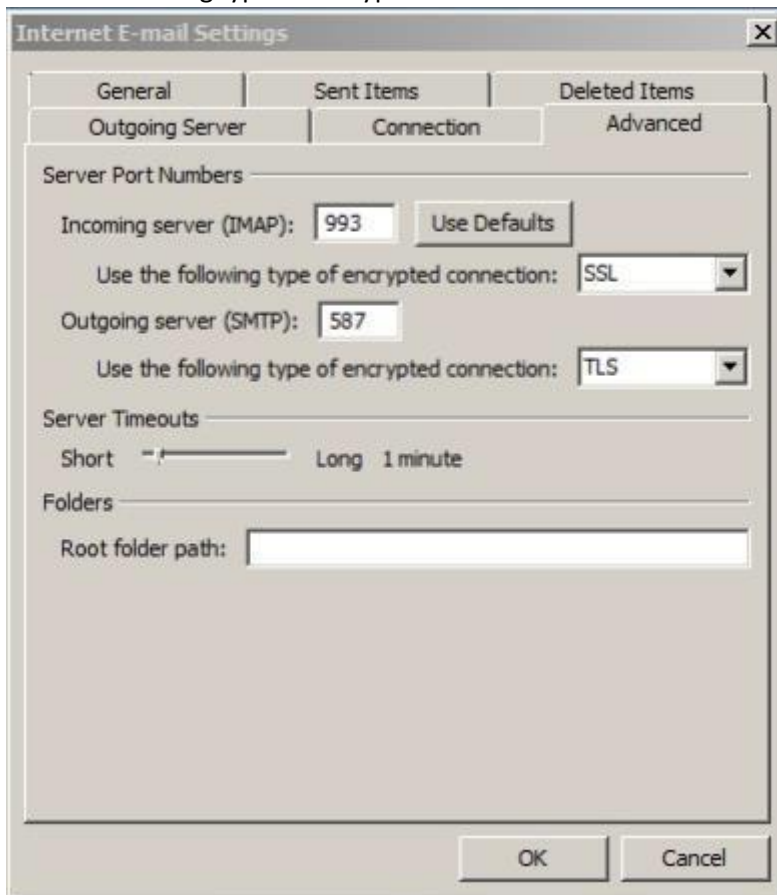
13.) Please set the dialog fields as follows:

Note: First set the **use the following type of encrypted connection:** for both **Incoming server (IMAP)** and **Outgoing server (SMTP)** as changing this setting will reset any user defined ports.

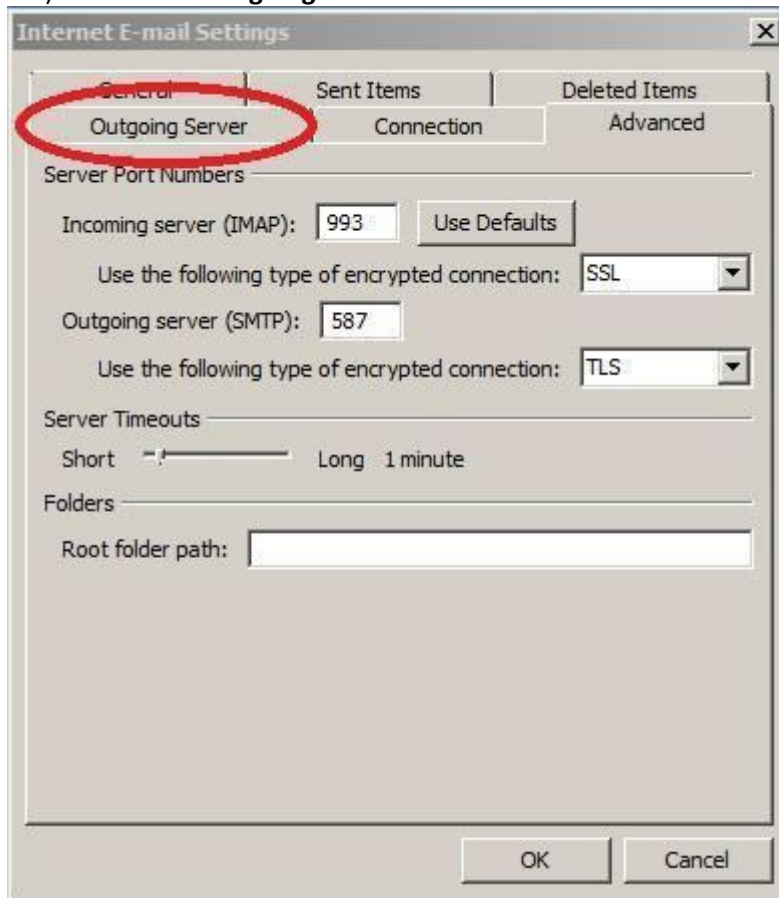
SERVER PORT NUMBERS

Incoming server (IMAP): 993
Use the following type of encrypted connection: SSL

Outgoing server (SMTP): 587
Use the following type of encrypted connection: TLS



14.) Click on the **Outgoing Server** tab.



15.) Click the check box to the immediate left of **My outgoing server (SMTP) requires authentication**.

16.) Click the **Use same settings as my incoming mail server** radio button.

The options under the **Outgoing server** tab should now appears as:



17.) Click on the **OK** button near the bottom right of this window.

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)



Test Account Settings by clicking the Next button

Outlook will now test its connection to the provided email address by using the settings that have been entered into it. If everything is successful, the pop-up dialog will display **green check marks** to the immediate left of each test.

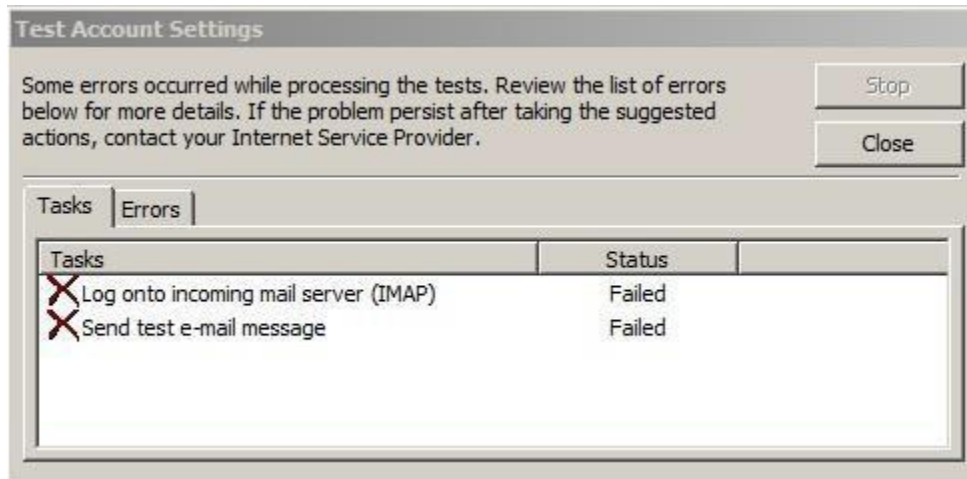
Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks | Errors

Tasks	Status
✓ Log onto incoming mail server (IMAP)	Completed
✓ Send test e-mail message	Completed

18.) After returning to the **Internet Email Settings** window, click the **Test Account Settings...** button. If any of the tests fail, a **red X** will be displayed to the immediate left instead of the green check marks.



If this occurs, please review and confirm the entries made in Steps 8-17 of this article. If the error persists following your review, please contact helpdesk@haas.berkeley.edu for assistance.

19.) If the test was successful, click the **Next** button.

Note: the **Test Account Settings...** dialog may re-run (*as this is selected by default in Outlook upon adding a new account*). Click the **close** button once it completes successfully.

20.) Click **Finish**.