



## 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.

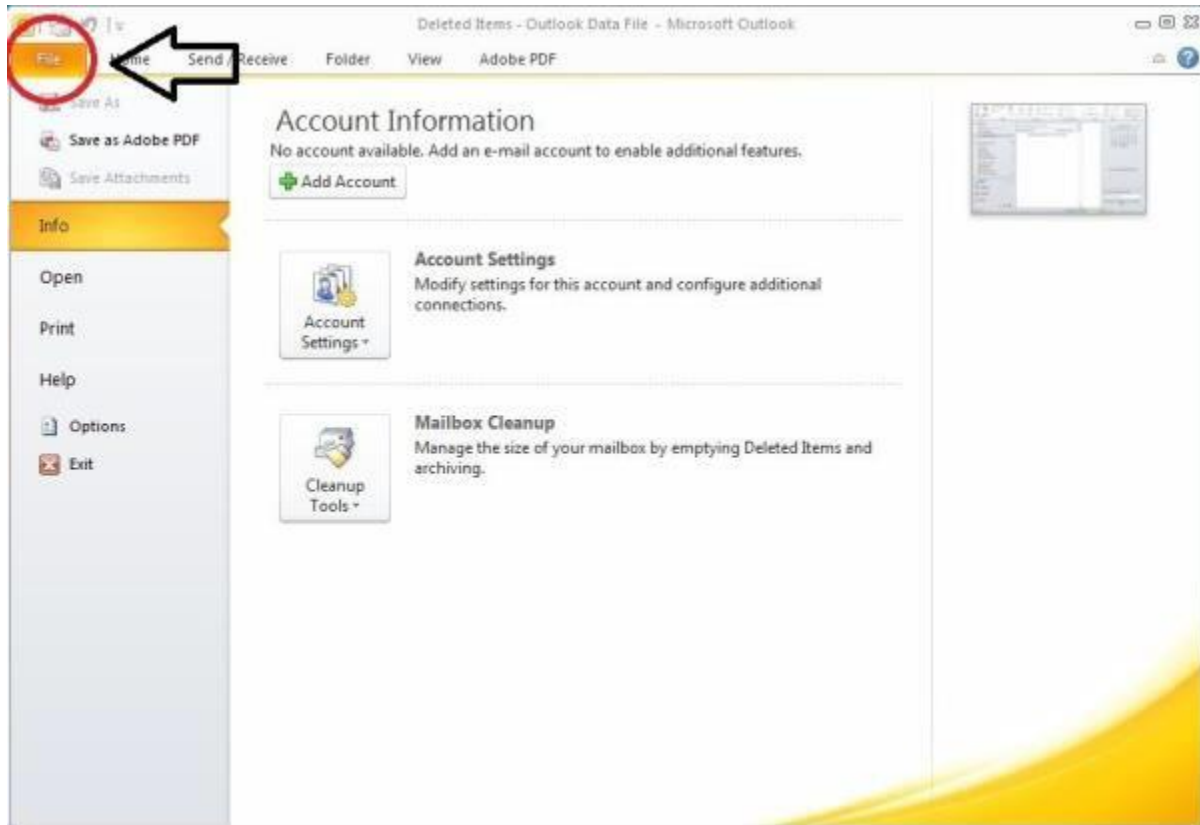
- [Enable IMAP](#)

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.

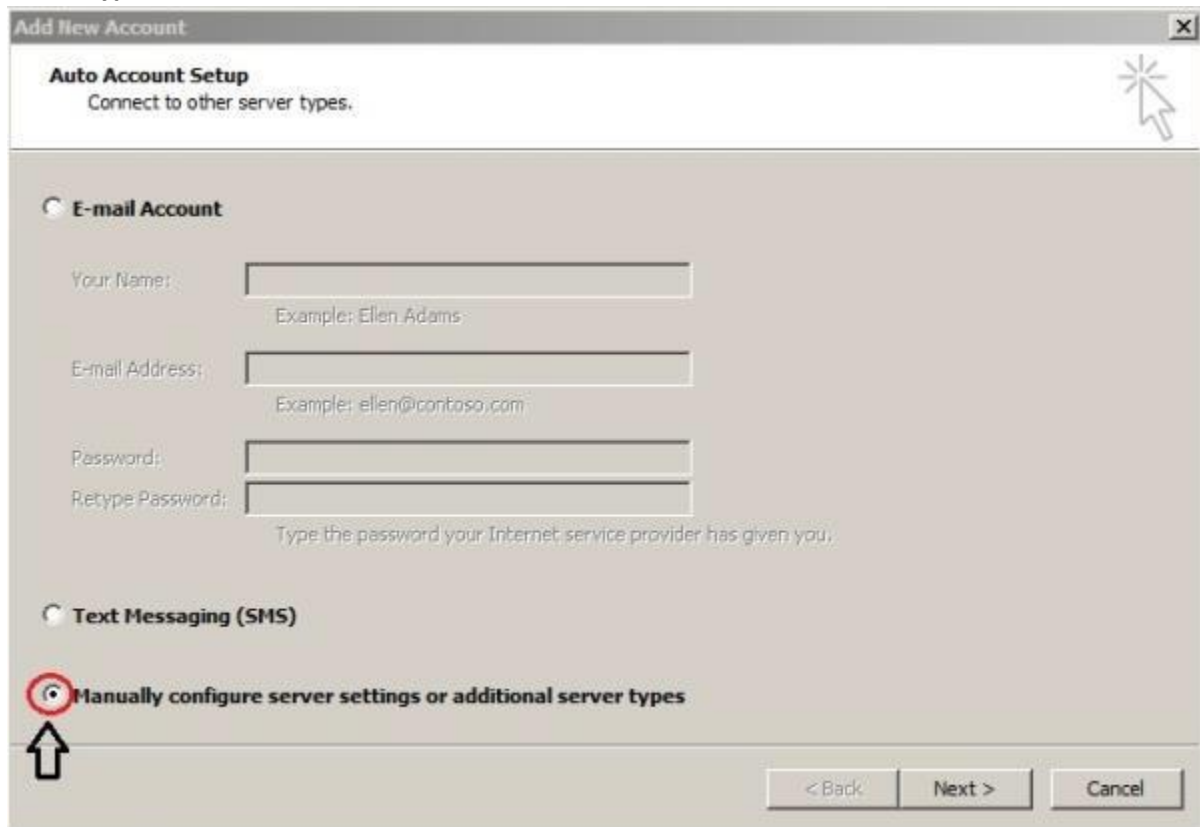
4.) From the drop down menu, select **Account Settings**.

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**.

4.) From the drop down menu, select **Account Settings**.

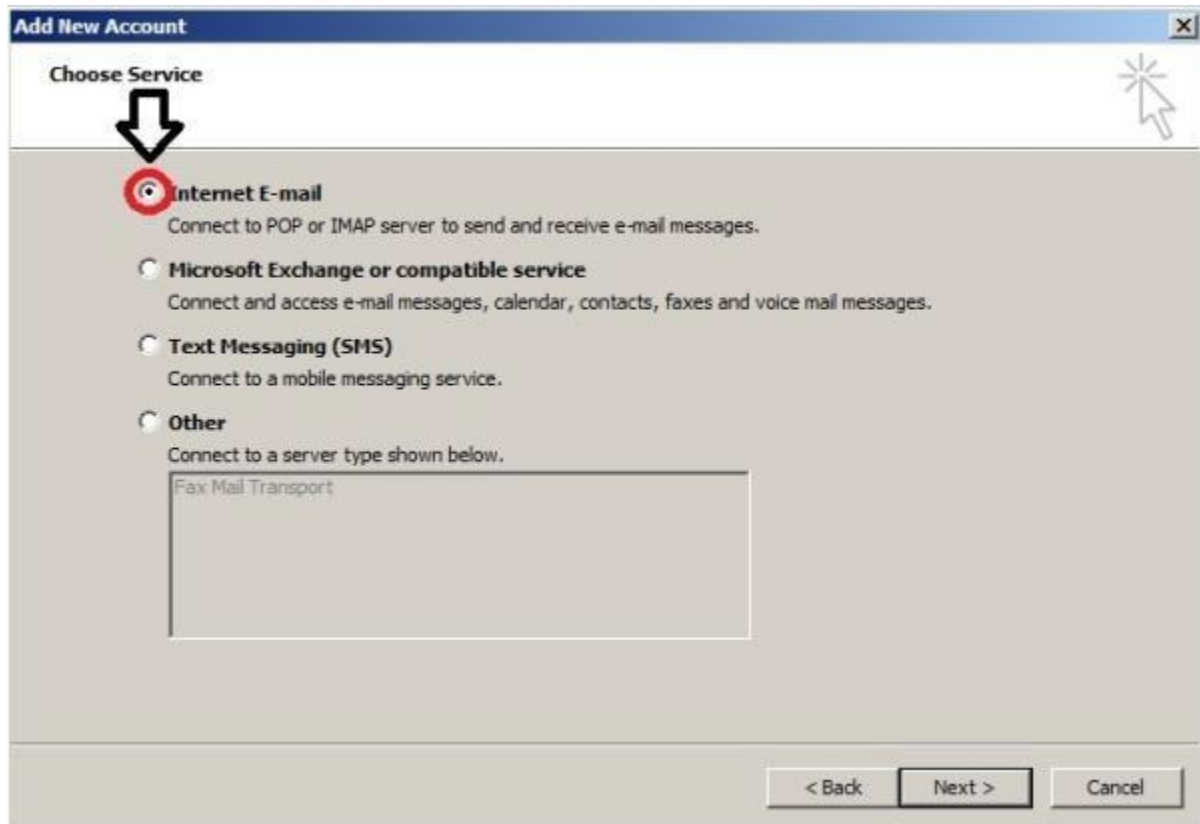
6.) From the **Add New Account** window, select the **Manually configure server settings or additional server types** radio button at the bottom of the left window.



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

- Auto Account Setup**: Connect to other server types. (A mouse cursor is pointing at a star icon in the top right corner.)
- E-mail Account**: Radio button selected. Fields include:
  - Your Name: [ ] (Example: Ellen Adams)
  - E-mail Address: [ ] (Example: ellen@contoso.com)
  - Password: [ ]
  - Retype Password: [ ] (Type the password your Internet service provider has given you.)
- Text Messaging (SMS)**: Radio button unselected.
- Manually configure server settings or additional server types**: Radio button selected and circled in red. An upward-pointing arrow is positioned below it.
- Buttons at the bottom: < Back, Next >, Cancel.

7.) Click **Next**.



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.

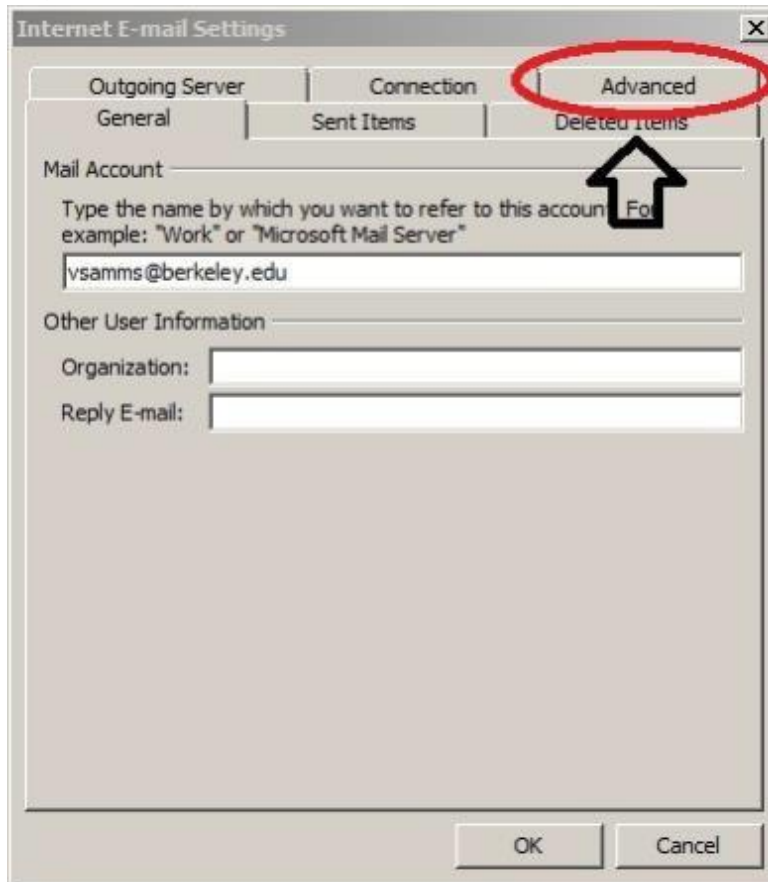
8.) Under the **Choose Service** option, click the **Internet Email** radio button.



The screenshot shows a window titled "Add New Account" with a close button in the top right corner. Below the title bar, the section "Internet E-mail Settings" is displayed, with a sub-header "Each of these settings are required to get your e-mail account working." and a mouse cursor icon pointing to the right. The window is divided into two main columns. The left column contains three sections: "User Information" with fields for "Your Name:" (Virgil Samms) and "E-mail Address:" (vsamms@berkeley.edu); "Server Information" with a dropdown for "Account Type:" (IMAP), and fields for "Incoming mail server:" (imap.gmail.com) and "Outgoing mail server (SMTP):" (smtp.gmail.com); and "Logon Information" with fields for "User Name:" (vsamms@berkeley.edu) and "Password:" (masked with asterisks), along with a checked "Remember password" checkbox and an unchecked "Require logon using Secure Password Authentication (SPA)" checkbox. The right column is titled "Test Account Settings" and contains a paragraph: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this is a "Test Account Settings ..." button and a checked checkbox labeled "Test Account Settings by clicking the Next button". At the bottom right of the main content area is a "More Settings ..." button. At the very bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

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

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





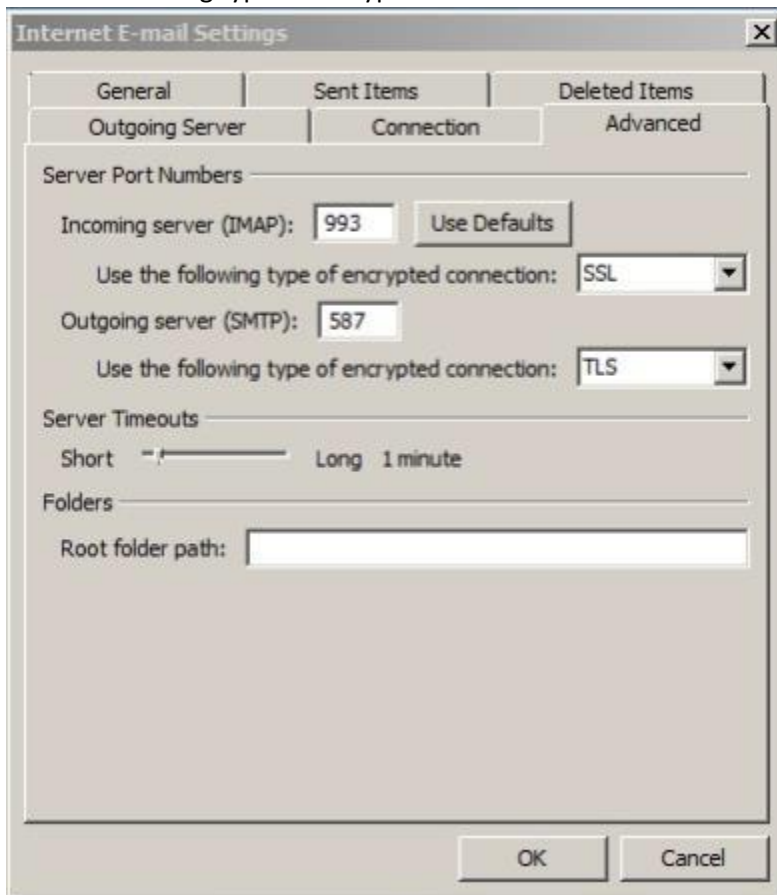
13.) Please set the dialog fields as follows:

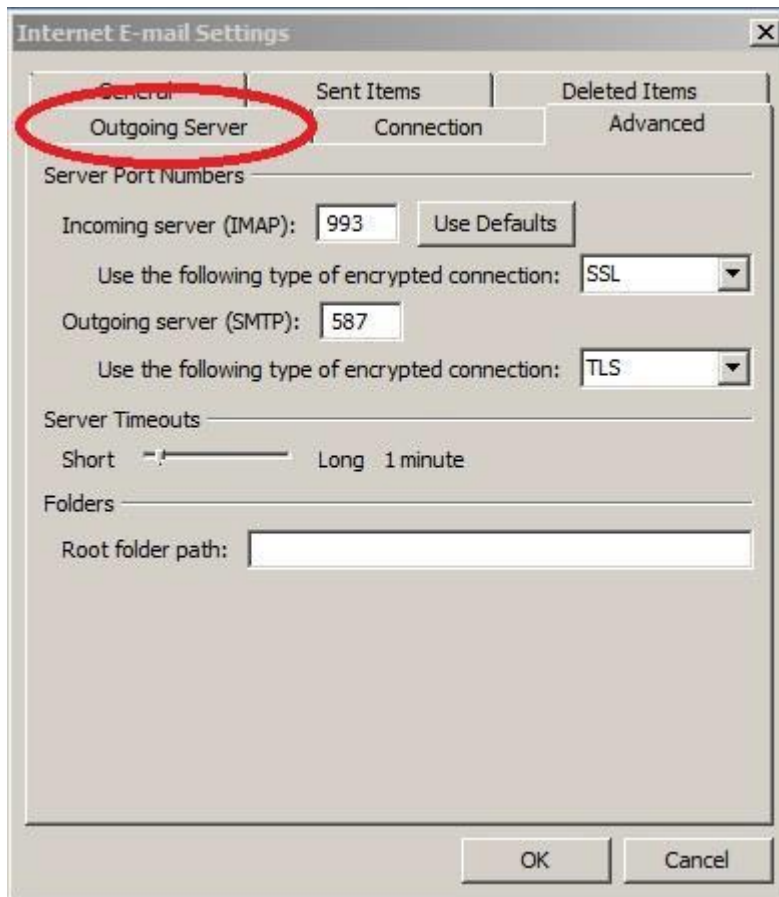
**Note:** First set the **use the following type of encrypted connection:** for both **Incoming server (IMAP)** and **Outgoing server (SMTP)** as changing this setting will reset any user defined ports.

### 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





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

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

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.

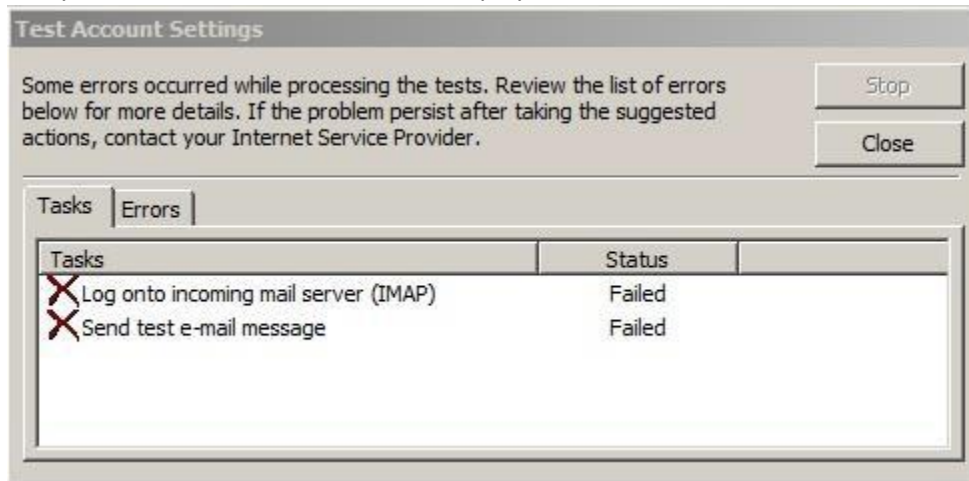
**Test Account Settings**

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](mailto: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**.