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.

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.
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**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Incoming server (IMAP):</strong></td>
<td>993</td>
</tr>
<tr>
<td><strong>Use the following type of encrypted connection:</strong></td>
<td>SSL</td>
</tr>
</tbody>
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<tbody>
<tr>
<td><strong>Outgoing server (SMTP):</strong></td>
<td>587</td>
</tr>
<tr>
<td><strong>Use the following type of encrypted connection:</strong></td>
<td>TLS</td>
</tr>
</tbody>
</table>
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 appear as:

![Internet E-mail Settings](image)

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

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Errors</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log onto incoming mail server (IMAP)</td>
<td>✔️</td>
<td>Completed</td>
</tr>
<tr>
<td>Send test e-mail message</td>
<td>✔️</td>
<td>Completed</td>
</tr>
</tbody>
</table>
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.