Adding bMail to Outlook 2013/2016

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 2016 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. 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 bMail to Outlook

1.) Open Outlook.

2.) Click on **File** in the top left hand corner.

![Image of Outlook interface with File selected]
3.) Outlook will take you to the **Account Information** page. Click on the **Add Account** button.

4.) In the resulting dialog box, click the **Manual setup or additional server types** radio button and then click **Next**.
5.) In the Choose Service dialog, click on the POP or IMAP radio button.

<table>
<thead>
<tr>
<th>ChooService</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Exchange server or compatible email</td>
</tr>
<tr>
<td>Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail</td>
</tr>
<tr>
<td>Outlook.com or Exchange ActinSync compatible service</td>
</tr>
<tr>
<td>Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks</td>
</tr>
<tr>
<td>POP or IMAP</td>
</tr>
<tr>
<td>Connect to a POP or IMAP email account</td>
</tr>
</tbody>
</table>

< Back | Next > | Cancel
6.) Enter the information as requested as follows:

**USER INFORMATION**
Your Name: 
Email Address: Enter your name

**SERVER INFORMATION**
Account Type: IMAP (select from drop down button)
Incoming mail server: imap.gmail.com
Outgoing mail server: smtp.gmail.com

**LOGON INFORMATION**
User Name: Enter your bConnected email address
Password: Enter your bConnected password

Click on More Settings when done.
7.) In the resulting **Internet E-mail Settings** box, click on the **Outgoing Server** tab and check the box for **My outgoing server (SMTP) requires authentication**.

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

8.) Still in the same dialog box, go now to the **Advanced** tab and enter the following information:

**SERVER PORT NUMBERS**

- **Incoming server (IMAP):** 993
- **Use the following type of encrypted connection:** SSL *(select from drop down)*
- **Outgoing server (SMTP):** 587
- **Use the following type of encrypted connection:** TLS *(select from drop down)*
Click OK when done.

9.) You should now be back in the Add Account dialog box. Click Next.
10.) Outlook will now test your connection.

Add Account

POP and IMAP Account Settings
Enter the mailserver settings for your account.

Test Account Settings

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

Tasks

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

Remember password

Require loan using Secure Password Authentication
11.) If the test is successful, you will see this dialog box with the You’re all set message. Click Finish.

If the test fails, go back and check to make sure your settings were entered correctly and re-test. If it still fails, contact helpdesk@haas.berkeley.edu for assistance.
You can now access bMail on Outlook client.