



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.

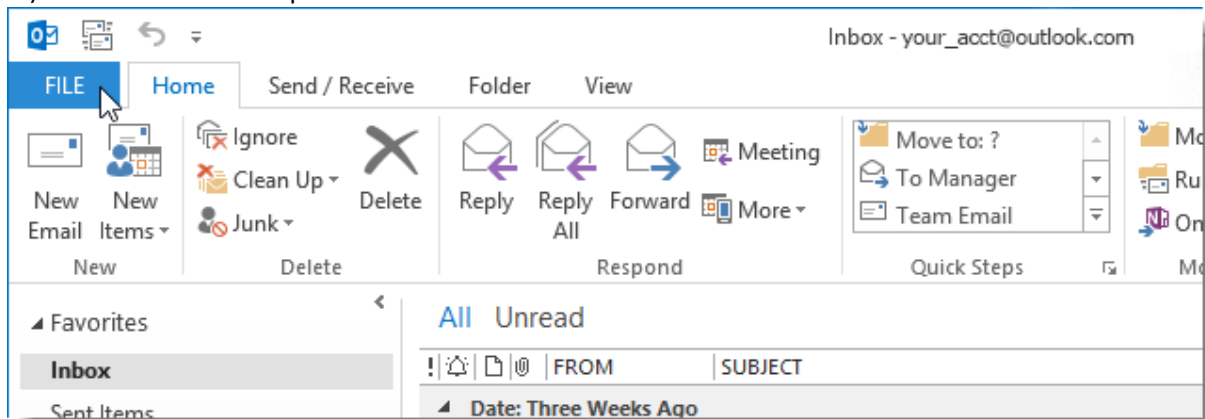
- **Enable IMAP**

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](#).

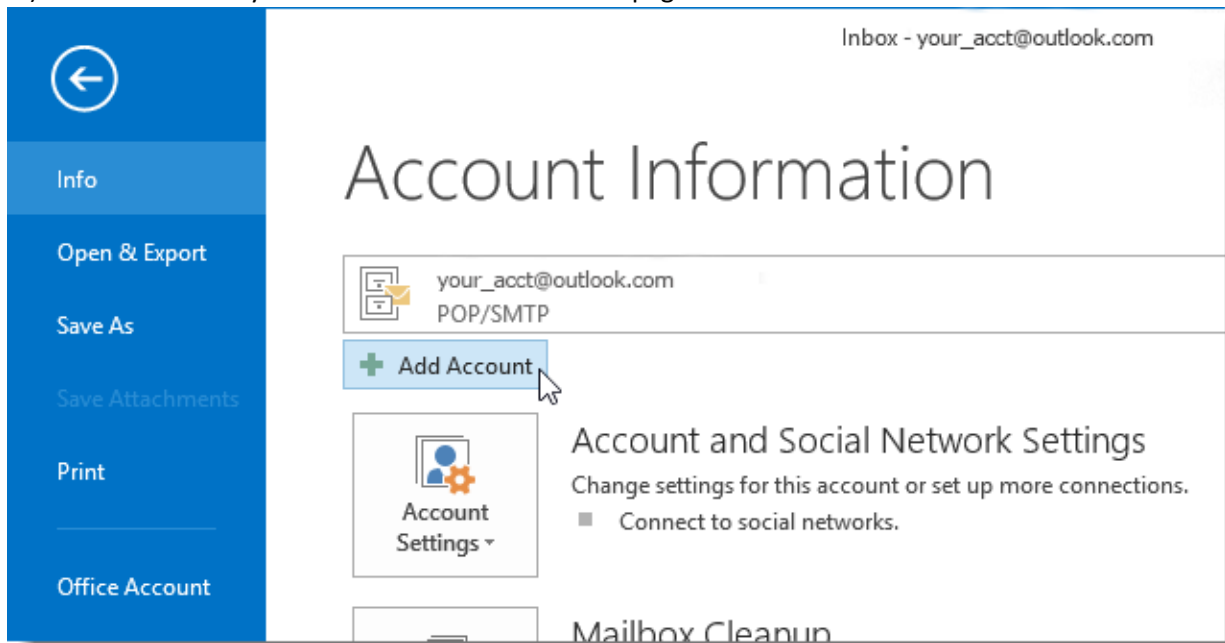
Adding bMail to Outlook

1.) Open Outlook.

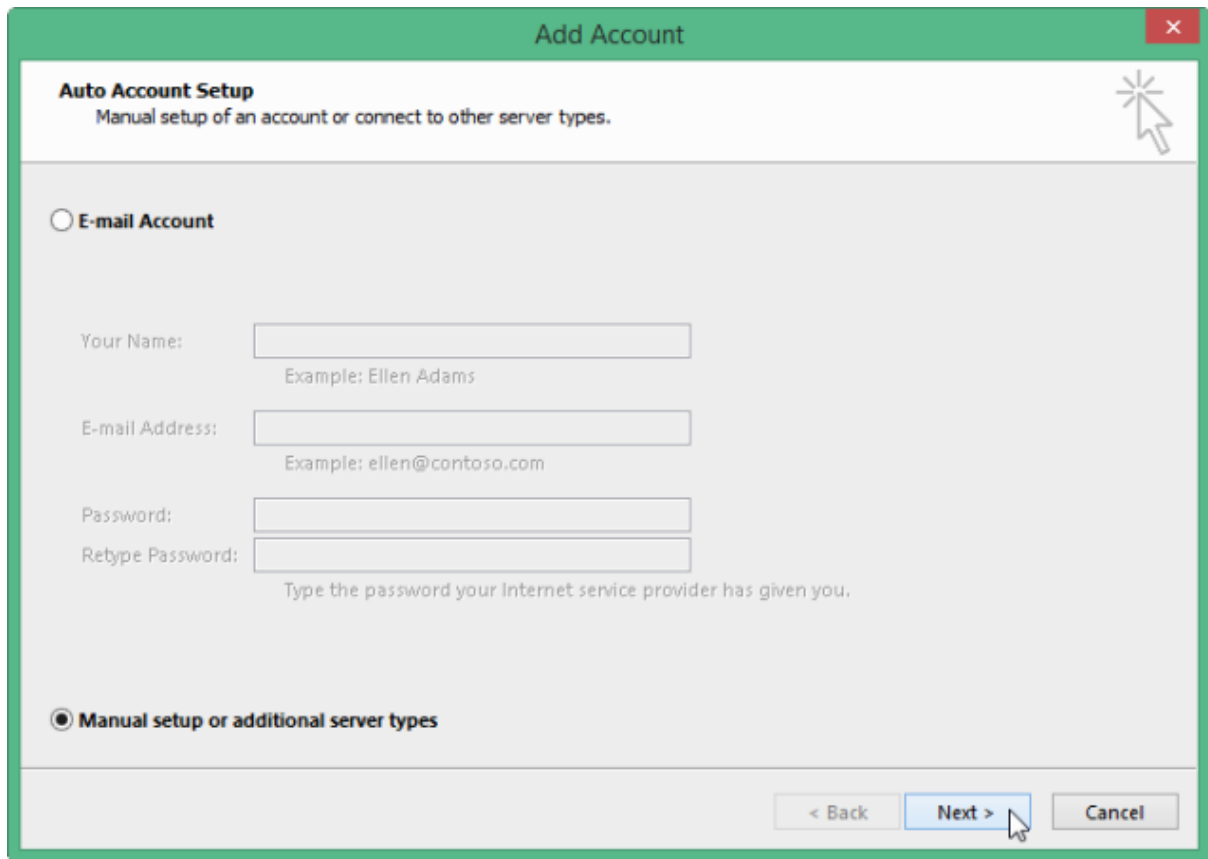
2.) Click on **File** in the top left hand corner.



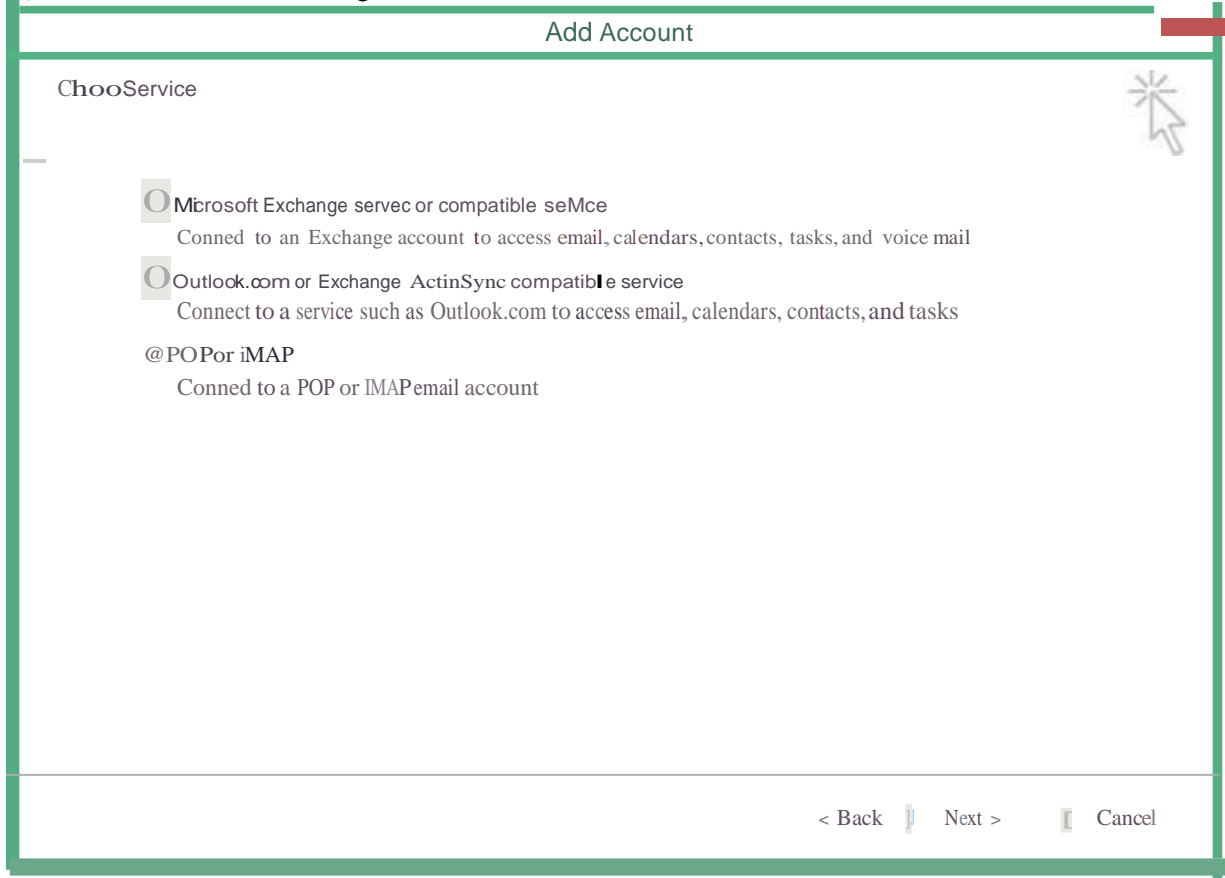
3.) Outlook will take you to the **Account Information** page. Click on the **Add Account** button.



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.



6.) Enter the information as requested as follows:

USER INFORMATION

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

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*



The screenshot shows a window titled "Add Account" with a green header bar. Below the header is a section titled "POP and IMAP Account Settings" with the instruction "Enter the mail server settings for your account." The window contains several input fields and checkboxes:

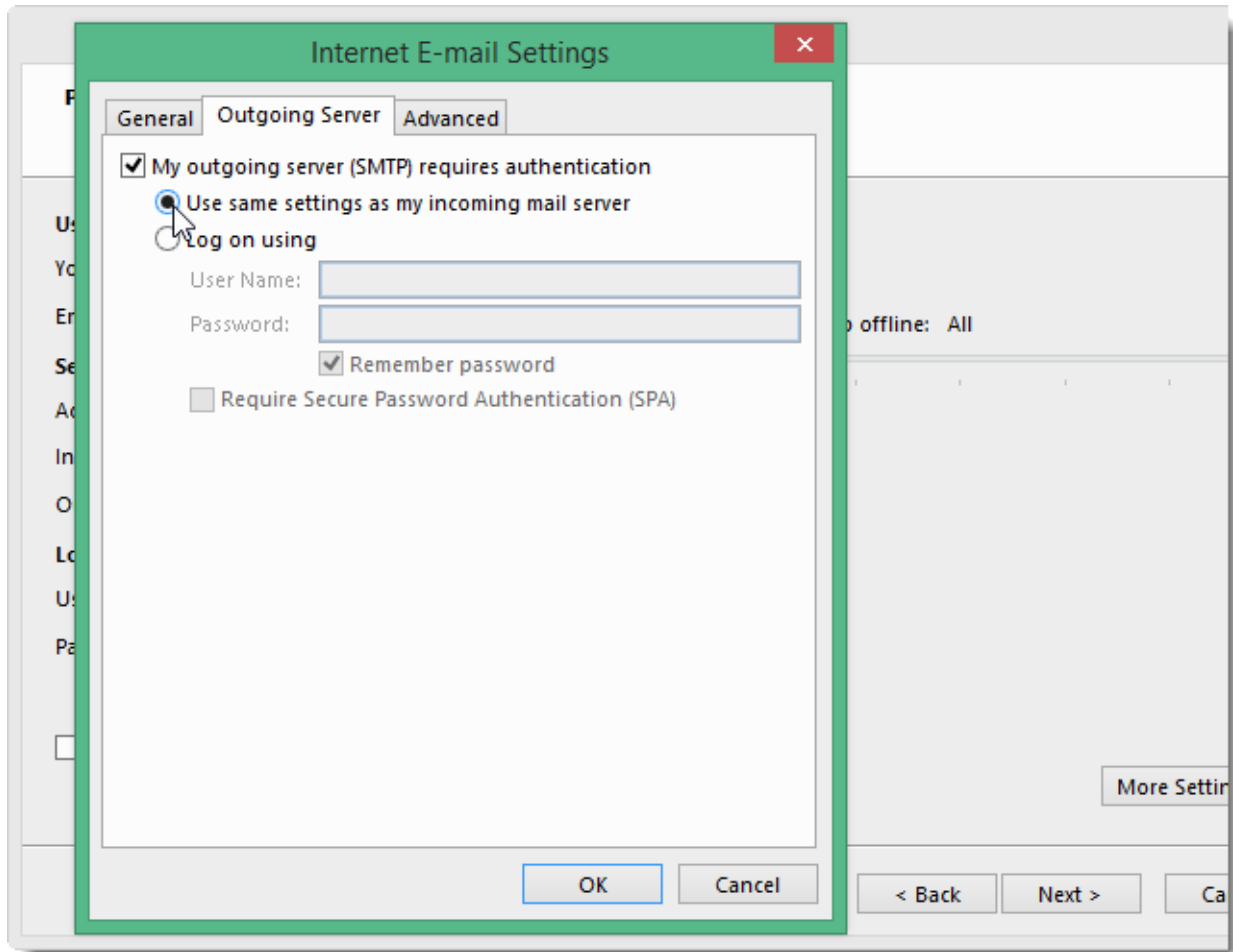
- User Information:**
 - Your Name:
 - Email Address:
- Server Information:**
 - Account Type: (dropdown menu)
 - Incoming mail server:
 - Outgoing mail server (SMTP):
- Logon Information:**
 - User Name:
 - Password:
 - Remember password
 - Require logon using Secure Password Authentication (SPA)

On the right side, there is a "Mail to keep offline: All" slider control. At the bottom right, there is a "More Settings ..." button. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

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**.

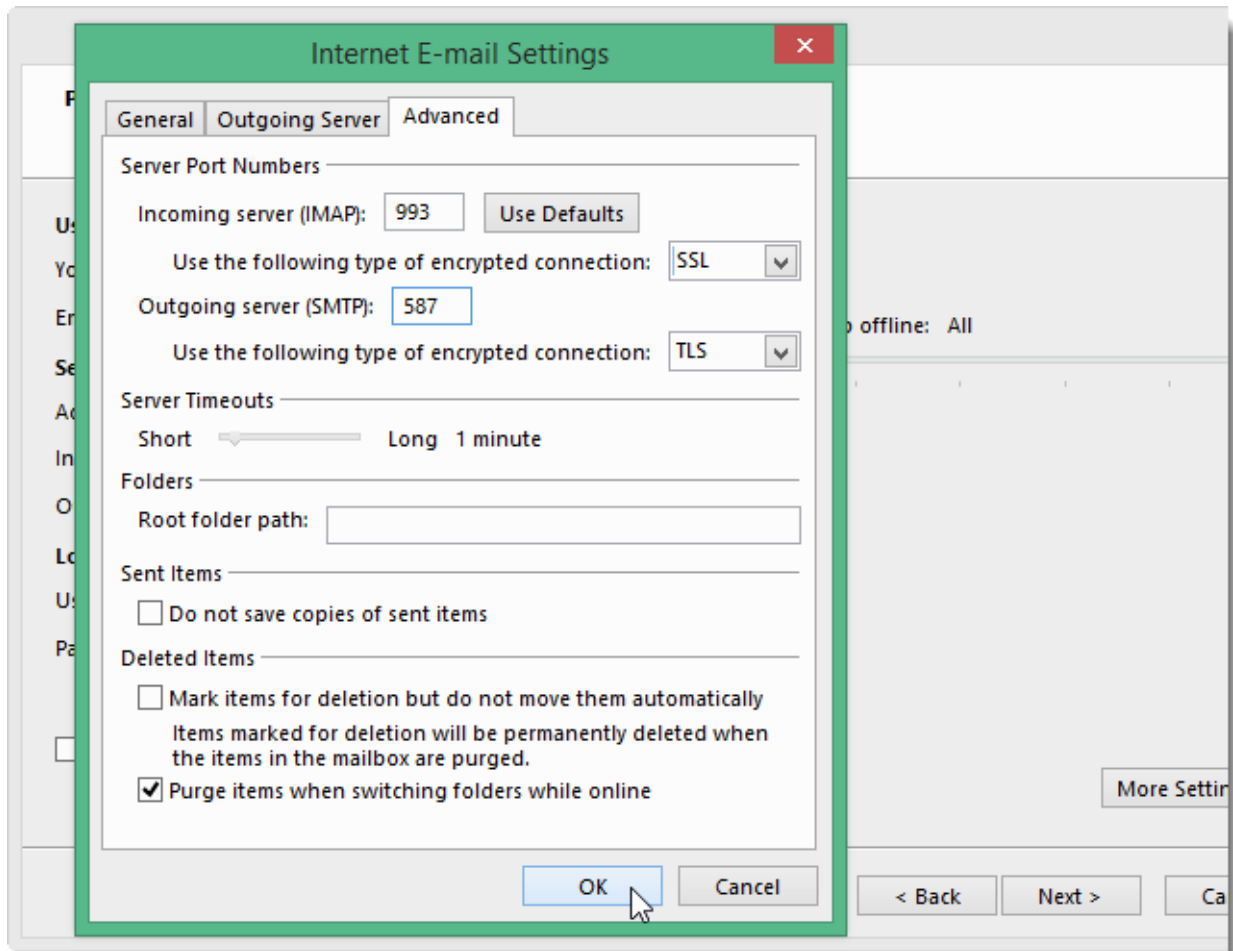
Click on the **Use same settings as my incoming mail server** radio button.



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

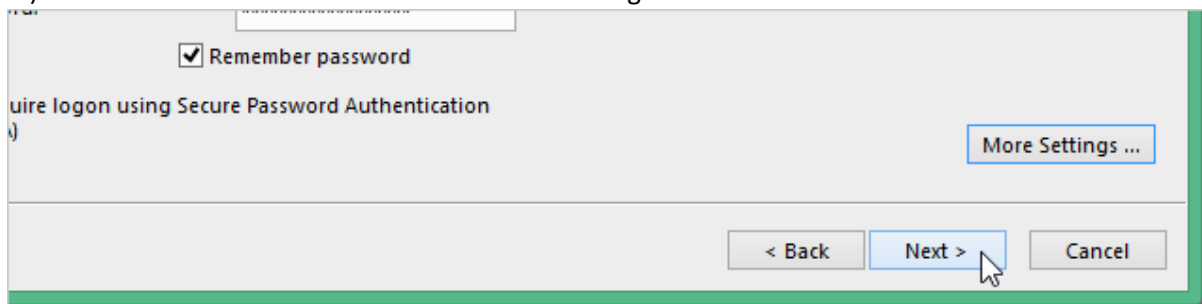
SERVER PORT NUMBERS

| | |
|---|--------------------------------------|
| Incoming server (IMAP): | 993 |
| Use the following type of encrypted connection: | SSL (<i>select from drop down</i>) |
| Outgoing server (SMTP): | 587 |
| Use the following type of encrypted connection: | TLS (<i>select from drop down</i>) |



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.

Stop

Close

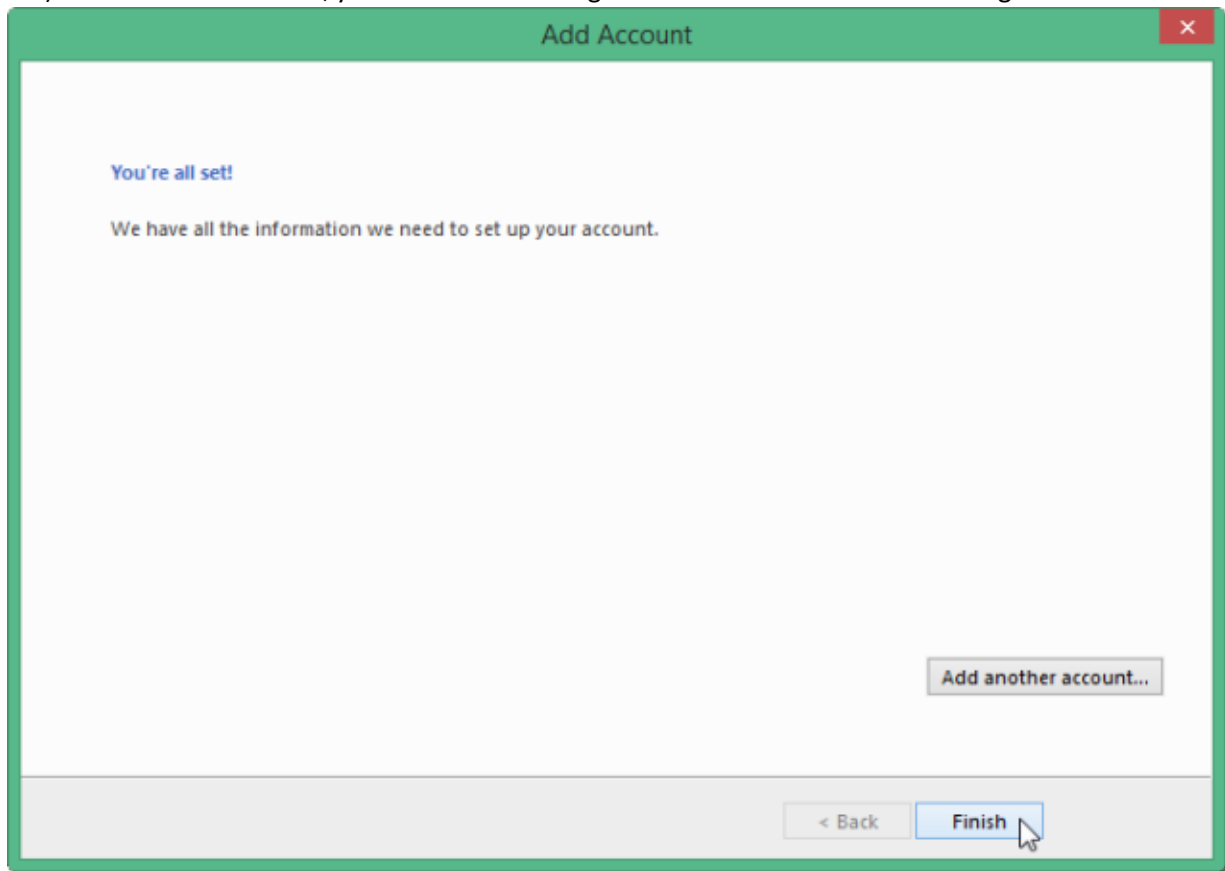
Tasks | Errors

| Tasks | Status |
|--|-----------|
| .../ Log onto incoming mailserver (IMAP) | Completed |
| .../Send test e-mail message | Completed |

Remember password

Require login 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.

12. You can now access bM ail on Outlook client

The screenshot displays the Microsoft Outlook interface. At the top, the title bar reads "Inbox-The_Hulk@berkeley.edu- Outlook". The ribbon includes "FILE", "Home", "Send / Receive", "Folder", and "View". The left sidebar shows the "Navigation Pane" with folders: "Favorites", "Inbox", "Sent Items", "Deleted Items 1", "your_aoct@outlook.com", "The_Hulk@berkeley.edu", "[Gmail)", "Outbox", "Sync Issues", and "Search Folders". The main pane shows an email list with columns for "From", "Subject", and "Received". A "Move to?" dropdown menu is open, showing options: "IS; To Manager" and "E:1 Team Email". A "Quick Steps" pane is also visible. The selected email is from "Microsoft Outlook" with the subject "Microsoft Outlook Test Message", received at "11:10AM". The body of the email contains a "Today" section with the text "Microsoft Outlook" and "Microsoft Outlook Test Message", and a "Yesterday" section with "Gmail Team" and "Tips for using your new Gmail inbox Mon 3:07 PM".

FILE Home Send / Receive Folder View

[21 tiff< Ignore X m: Meeting
Clean Up• [E!] More.

New New
Email Items• Junk - Delete Reply Reply Forward
New Delete All Respond

Search Current Mailbox (Ctrl+E) P Current Mailbox -

All Unread By Date • Newest

" Today
Microsoft Outlook
Microsoft Outlook Test Message 11:10AM X
This is an e-mail message sent

" Yesterday
Gmail Team
Tips for using your new Gmail inbox Mon 3:07 PM

The Google Apps Team
How to use Gmail with Google Ap... Mon 3:07 PM
Gmail T