

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.

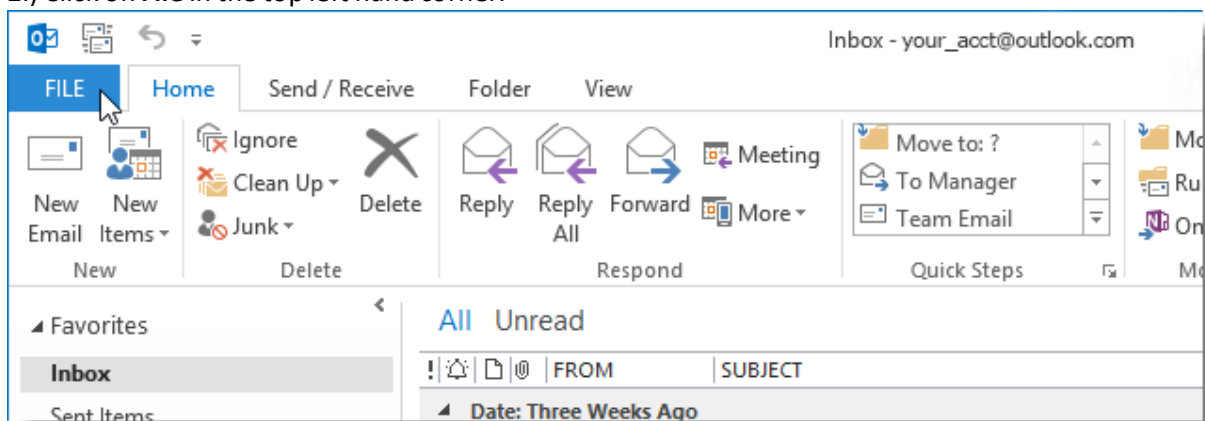
- **Enable IMAP**

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](#).

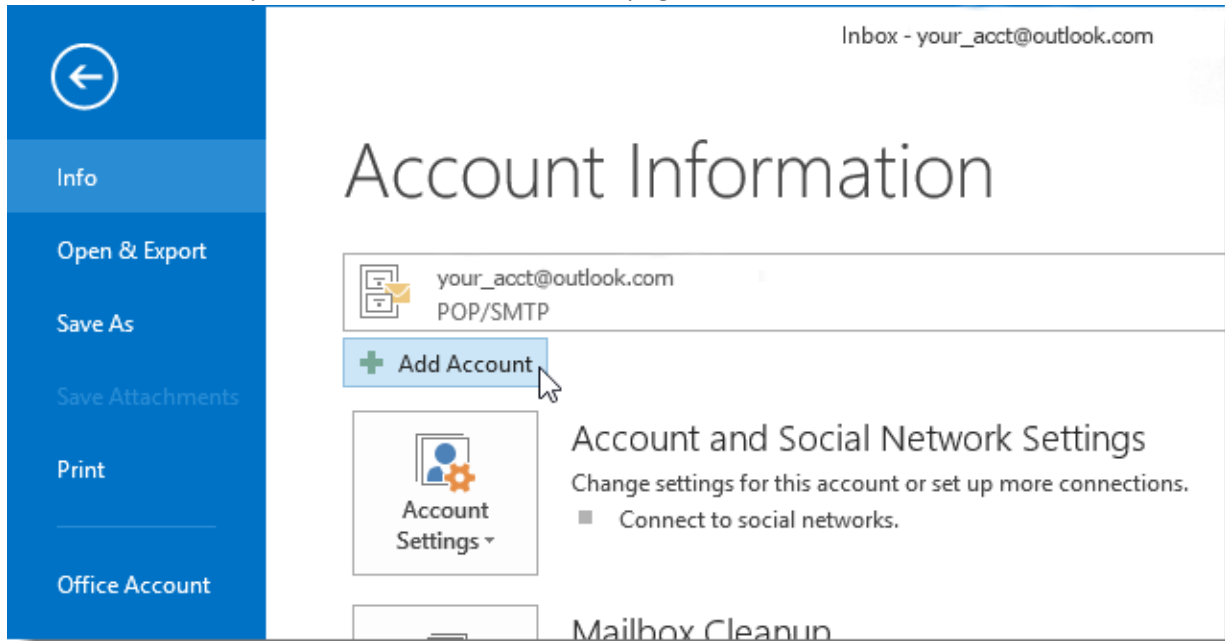
Adding bMail to Outlook

1.) Open Outlook.

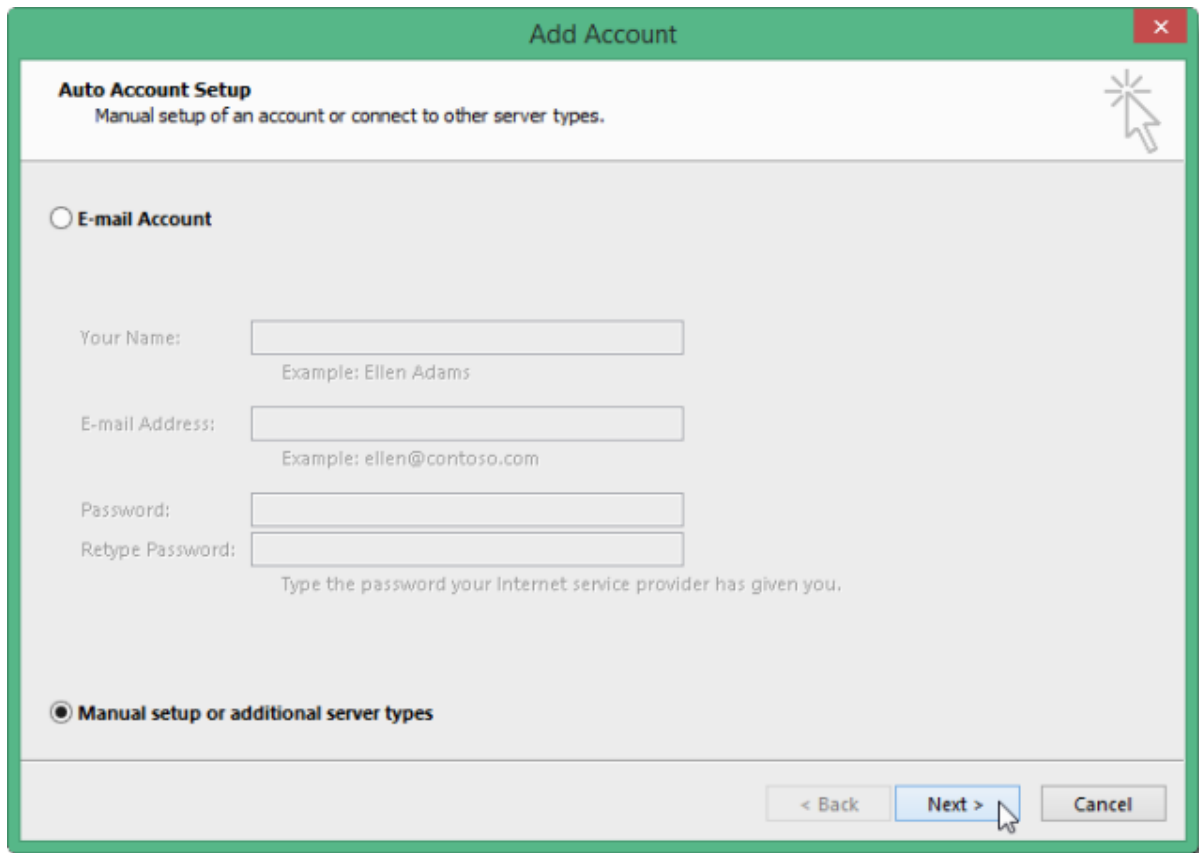
2.) Click on **File** in the top left hand corner.



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.

The screenshot shows a dialog box titled "Add Account" with a "Choose Service" section. The dialog has a title bar with "Add Account" and a close button. The "Choose Service" section contains three radio button options:

- Microsoft Exchange service or compatible service
Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail
- Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- @POP or iMAP
Connect to a POP or IMAP email account

At the bottom of the dialog, there are navigation buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the third option, "@POP or iMAP".

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 close button in the top right corner. The main heading is "POP and IMAP Account Settings" with the instruction "Enter the mail server settings for your account." Below this, there are four sections of input fields:

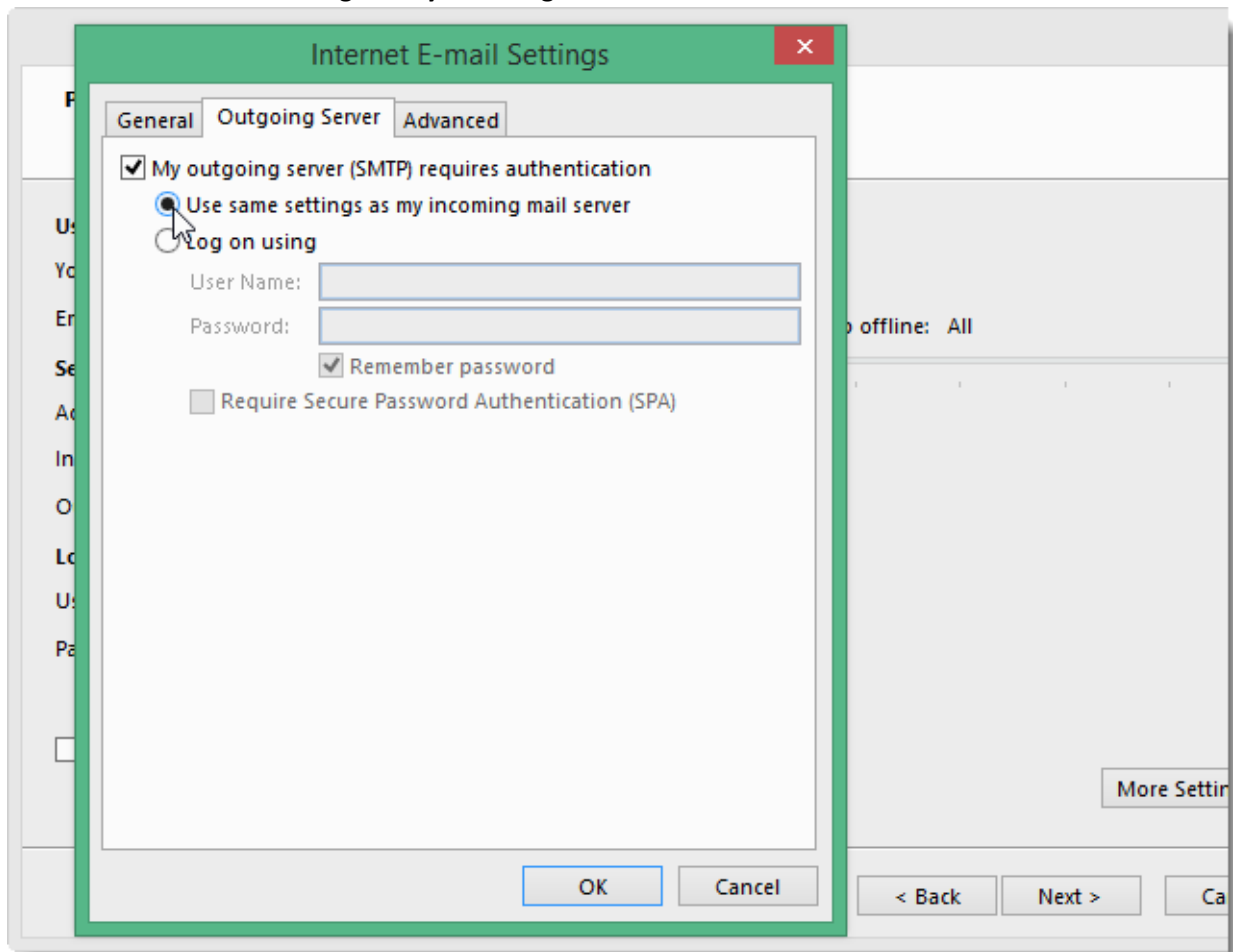
- User Information:** "Your Name" (text box with "William Bixby"), "Email Address" (text box with "The_Hulk@berkeley.edu").
- Server Information:** "Account Type" (dropdown menu with "IMAP" selected), "Incoming mail server" (text box with "imap.gmail.com"), "Outgoing mail server (SMTP)" (text box with "smtp.gmail.com").
- Logon Information:** "User Name" (text box with "The_Hulk@berkeley.edu"), "Password" (password box with "*****").

Additional options include a "Mail to keep offline" slider set to "All", a checked "Remember password" checkbox, and an unchecked "Require logon using Secure Password Authentication (SPA)" checkbox. At the bottom right is a "More Settings ..." button. At the bottom 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**.

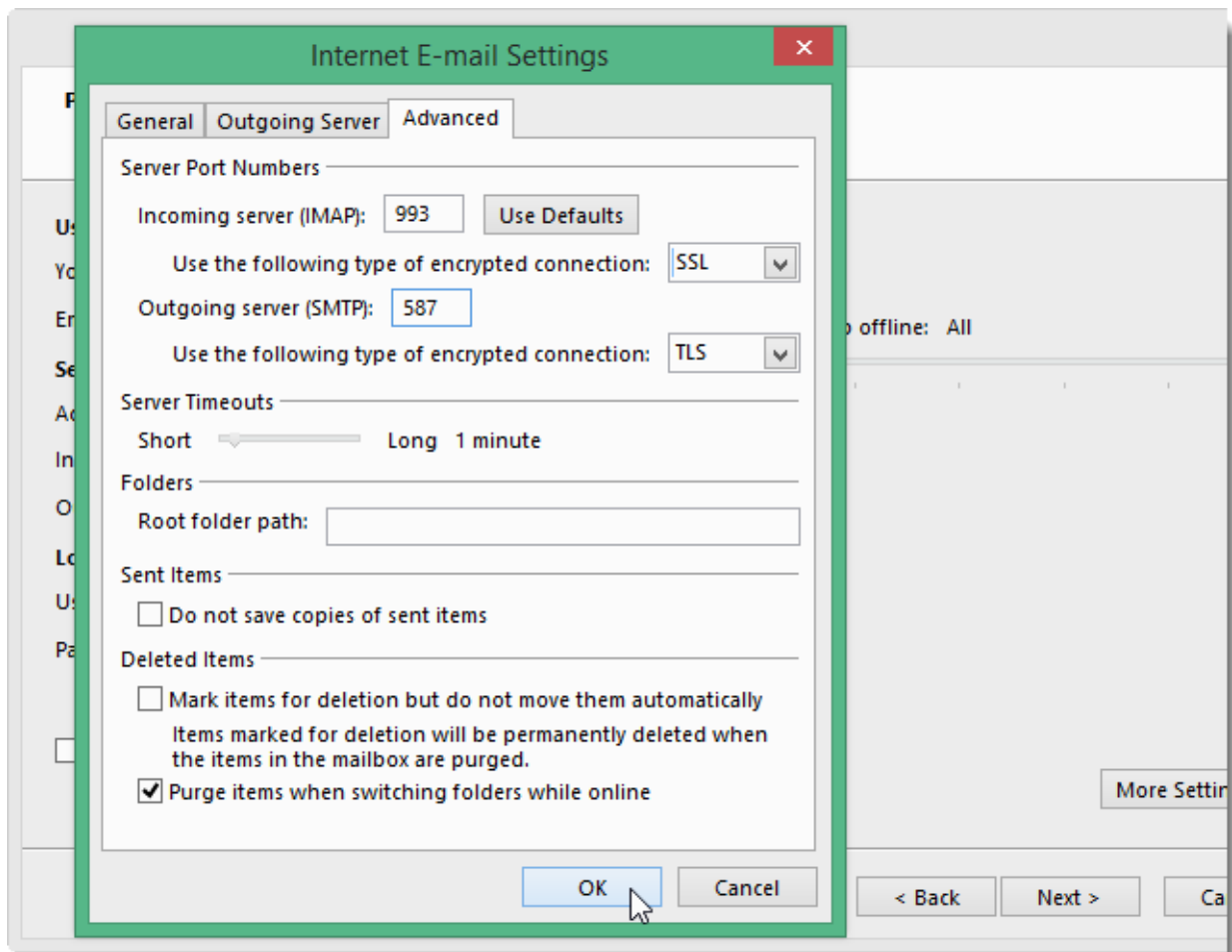
Click on the **Use same settings as my incoming mail server** radio button.



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

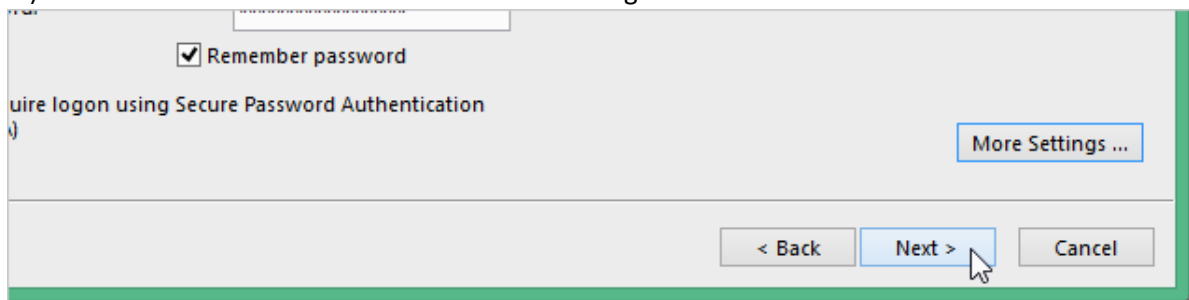
SERVER PORT NUMBERS

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

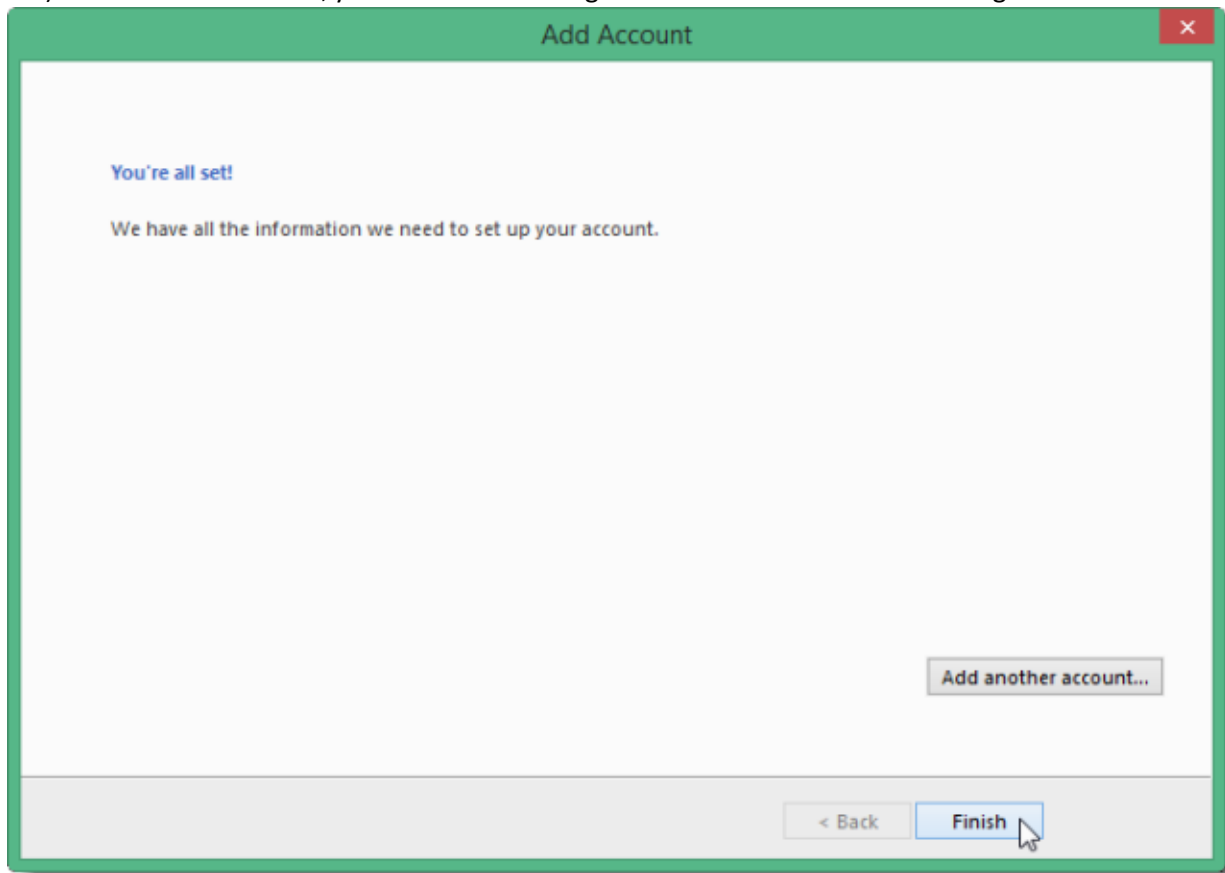
Tasks | Errors

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 desktop application interface. At the top, the title bar reads "Inbox-The_Hulk@berkeley.edu - Outlook". The ribbon menu includes "FILE", "Home", "Send / Receive", "Folder", and "View". The left-hand navigation pane shows a list of folders: "Favorites", "Inbox", "Sent Items", "Deleted Items 1", "your_aoct@outlook.com", "The_Hulk@berkeley.edu", "Inbox 1", "[Gmail)", "Outbox", "Sync Issues", and "Search Folders". The main pane shows a list of email items. The selected item is from "Microsoft Outlook" with the subject "Microsoft Outlook Test Message", dated "11:10AM". A context menu is open over this item, showing options: "Move to:?", "IS; To Manager", and "E;l Team Email". Below the selected item, the email content is visible, showing a header from "Gmail Team" with the subject "Tips for using your new Gmail inbox Mon 3:07 PM" and another header from "The Google Apps Team" with the subject "How to use Gmail with Google Ap... Mon 3:07 PM".