

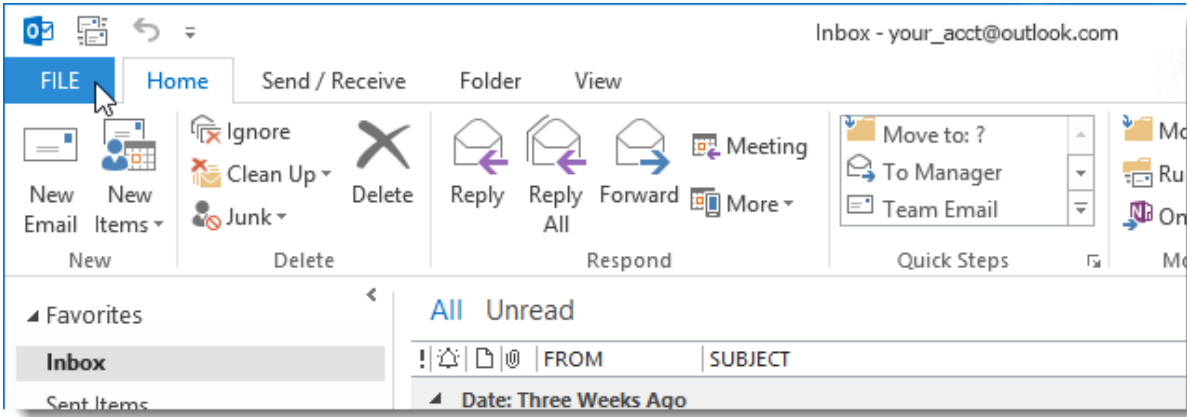
How do I Add bMail to Outlook 2013/2016?

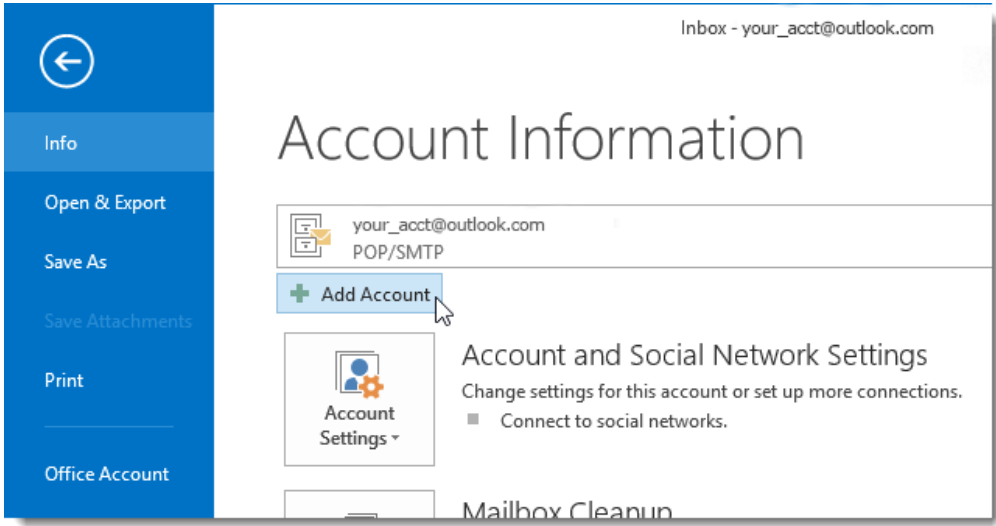
Adding bMail to Outlook is a relatively simple procedure that when completed should enable you to access your bMail account from within the email client. **Please note that these are instructions for an IMAP configuration,** which will allow you to use only the mail.

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?](#)

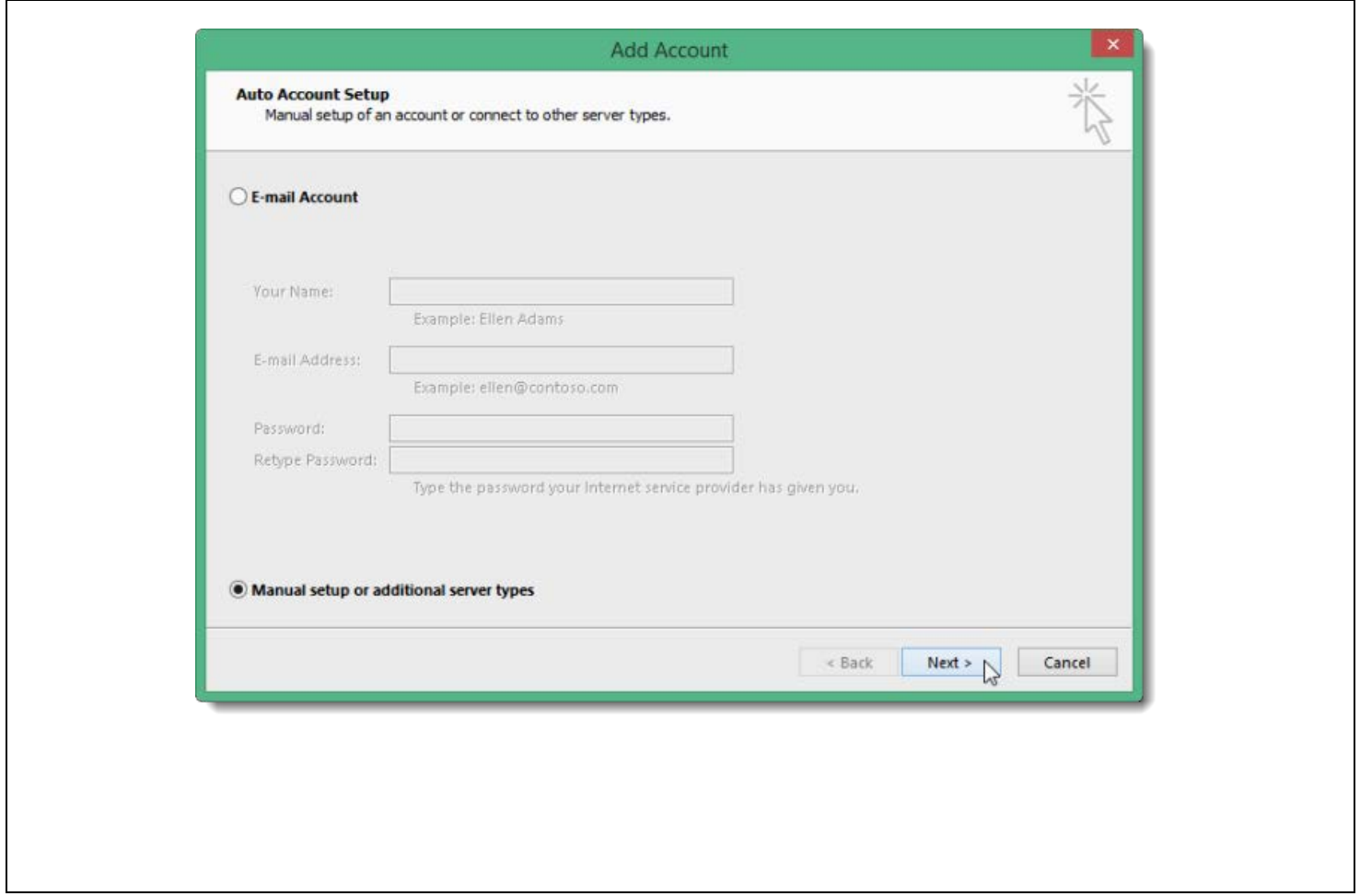
BEFORE YOU START

- **Set a bConnected key.** If you have not already created a bConnected Key, do so by [following the instructions here](#). You will need the key to complete the steps.
- **Allow Less Secure Apps access for your bConnected/Google account.** To do this, please log into your bConnected account (making sure that you are, at the same time, logged off of your personal, or any other Gmail account), then [follow the Google Support link here](#).
- **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](#).

Step	Procedure
1	Launch Outlook, and click on File .
 <p>The screenshot shows the Outlook 2013/2016 interface. The 'FILE' tab is selected in the ribbon, and a mouse cursor is pointing at it. The ribbon includes sections for 'Home', 'Send / Receive', 'Folder', and 'View'. The 'Home' section contains 'New Email', 'New Items', 'Ignore', 'Clean Up', 'Junk', and 'Delete'. The 'Send / Receive' section contains 'Reply', 'Reply All', and 'Forward'. The 'Folder' section contains 'Meeting' and 'More'. The 'View' section contains 'Move to?', 'To Manager', and 'Team Email'. The left sidebar shows 'Favorites' with 'Inbox' selected. The main pane shows 'All Unread' and a list of items with columns for 'FROM' and 'SUBJECT'.</p>	

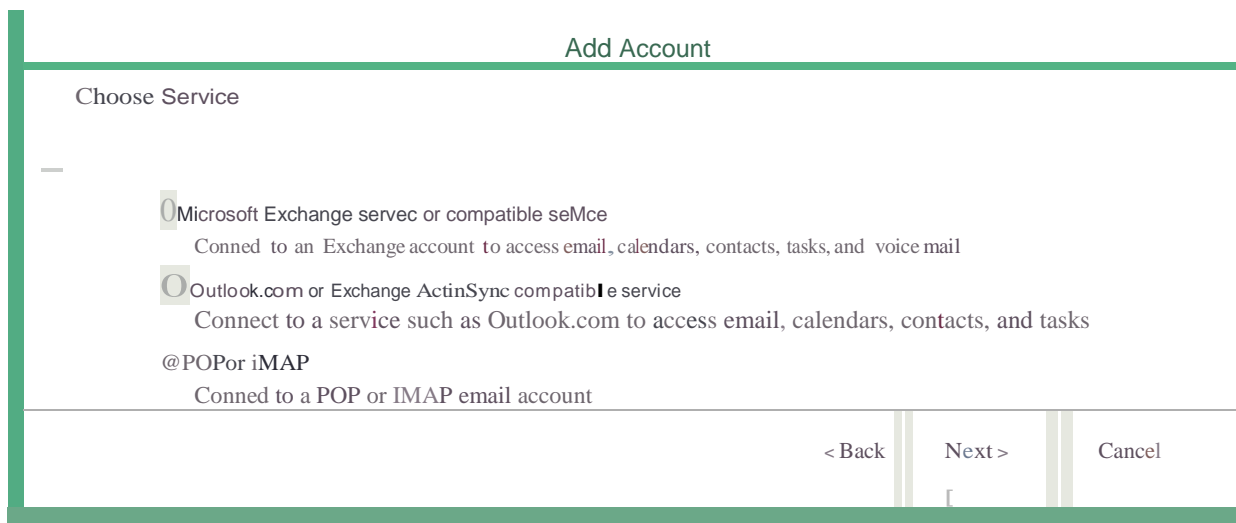
Step	Procedure
2	Under Account Information , click on Add Account .
 <p>The screenshot shows the Outlook 'Account Information' page. On the left is a blue navigation pane with options: Info, Open & Export, Save As, Save Attachments, Print, and Office Account. The main content area shows the account 'your_acct@outlook.com' with POP/SMTP settings. A blue '+ Add Account' button is highlighted with a mouse cursor. Below it is an 'Account Settings' icon and a 'Mailbox Cleanup' section.</p>	

Step	Procedure
3	In the ensuing dialog box, click the Manual setup or additional server types radio button and then click Next .



Step	Procedure
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4	In the Choose Service dialog, click on the POP or IMAP option.
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Step	Procedure
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5	In the POP and IMAP Account Settings , enter the requested information as follows:
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USER INFORMATION

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

SERVER INFORMATION

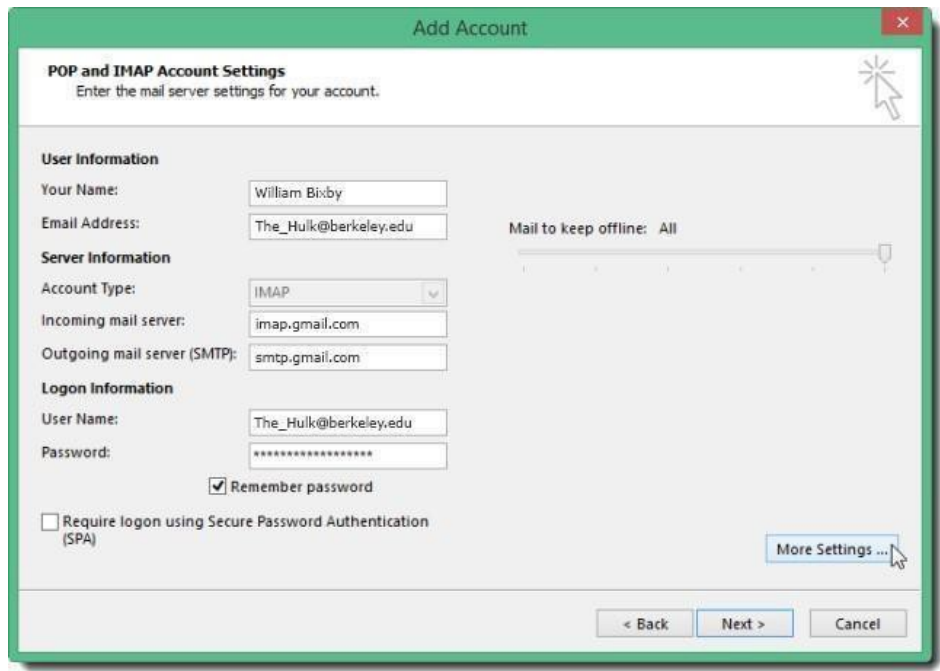
Account Type: *IMAP (select from drop down button)*
 Incoming mail server: *imap.gmail.com*
 Outgoing mail server: *smtp.gmail.com*

LOGON INFORMATION

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

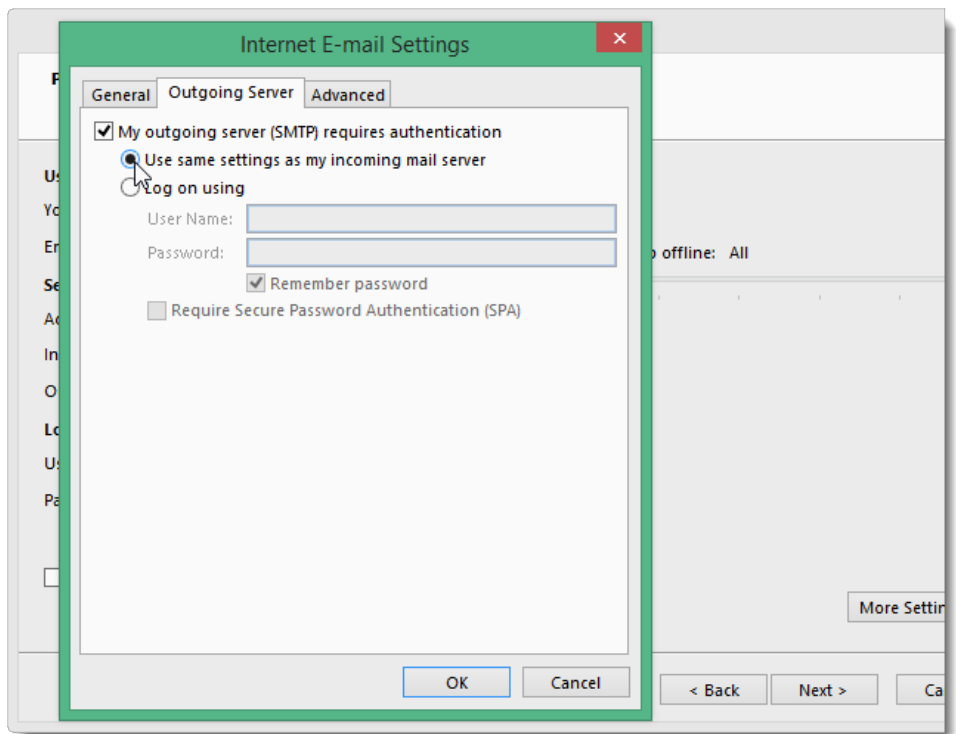
Step	Procedure
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6	Click on More Settings when done.
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Step	Procedure
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7	In the resulting Internet E-mail Settings box, click on the Outgoing Server tab and check the box for My outgoing server (SMTP) requires authentication .
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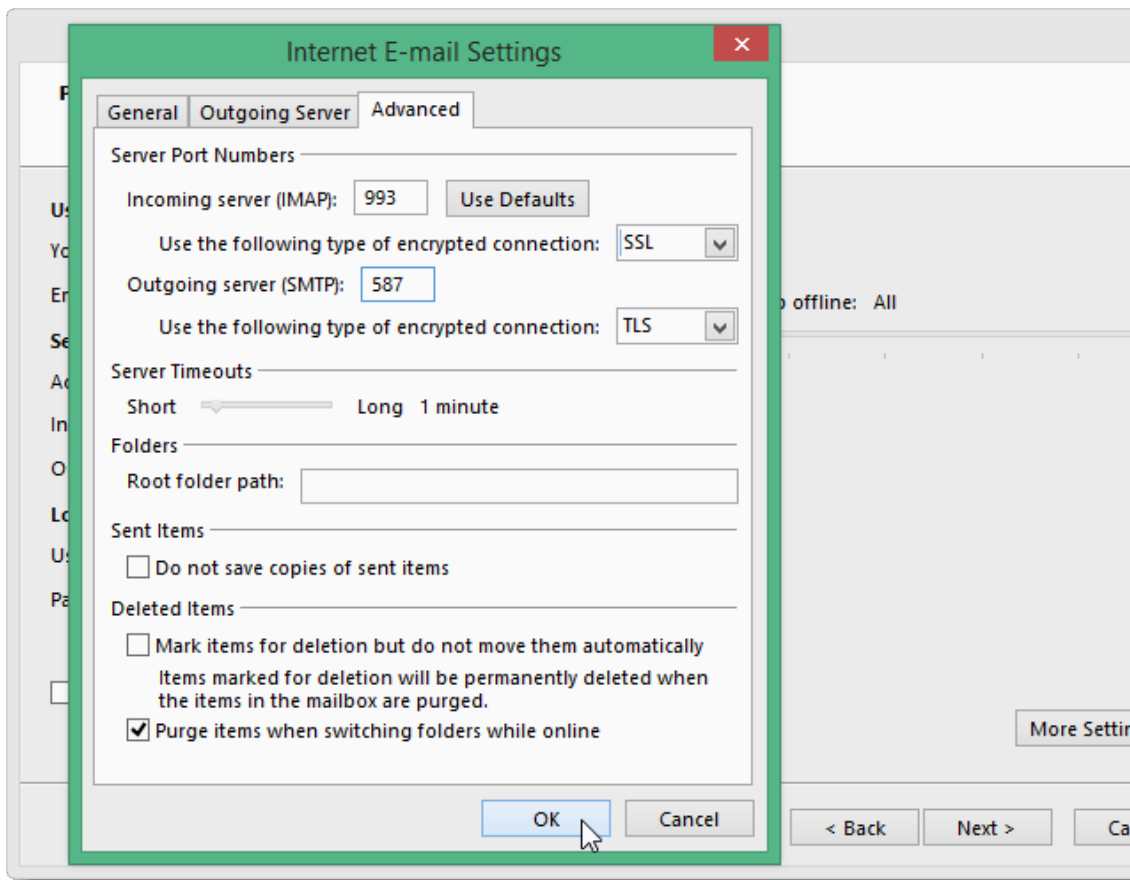
Step	Procedure
8	In the same dialog box, move to the Advanced tab and enter the following information:

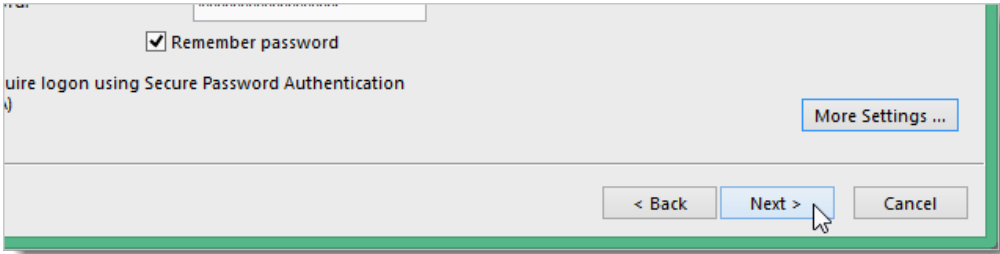
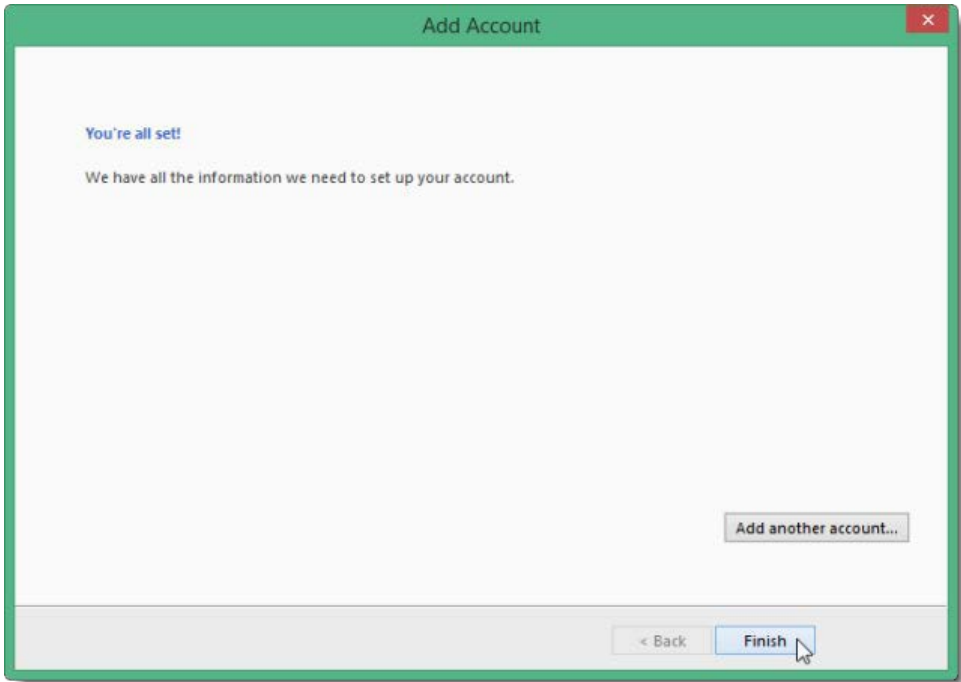
SERVER PORT NUMBERS

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)

Step	Procedure
9	Click OK when done.



Step	Procedure
10	You should now be back in the Add Account dialog box. Click Next .
	
Step	Procedure
11	Outlook will test your connection. If this is successful, you should see a You're all set notification. Click Finish and your bMail should be successfully linked to Outlook.
	
	Procedure
	<p>If the test failed, please re-try and check your settings. If it still fails, contact helpdesk@berkeley.edu for assistance.</p>