

Outlook 2011 Mac Settings for CLU Gmail

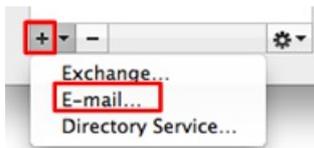
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1. In the Menu Bar, click on Tools > Accounts.



2. On the bottom left hand side of Accounts window, click on the + (plus) sign. A drop down menu should appear.

Click on Email.



3. Enter your Cal Lutheran information.

- Email Address: Your CLU email address
- Password: You CLU password
- User name: Your CLU username only
- Type: IMAP
- Incoming Server: imap.gmail.com
- (Incoming) Use SSL to connect: Check off box
- Outgoing server: smtp.gmail.com
- (Outgoing) Override default port: Check off box
- (Outgoing) Port number: 587
- (Outgoing) Use SSL to connect: Check off box

Click on **Add Account** when you have finished filling out the required fields.

Enter your account information.

E-mail address:

Password:

Configure automatically

User name:

Type:

Incoming server: :

Override default port

Use SSL to connect (recommended)

Outgoing server: :

Override default port

Use SSL to connect (recommended)

4. Click on More options... (located at the bottom).

Accounts

Show All

Default Account: callutheran (username@callutheran.edu)

Callutheran1 (username@callutheran.edu)

Callutheran1
IMAP Account

Account description:

Personal Information

Full name:

E-mail address:

Server Information

User name:

Password:

Incoming server: :

Override default port

Use SSL to connect (recommended)

Always use secure password

Outgoing server: :

Override default port

Use SSL to connect (recommended)

[Learn about IMAP account settings](#)

For Authentication select "Use incoming Server Info" and press OK.

Settings for: smtp.gmail.com

Authentication:

User name:

Password:

Unqualified domain:

[Learn about IMAP settings](#)

You should be back on the Accounts page. Click on the red X on the top-left hand side of the screen. You should see your new email account on the left-hand side of Outlook.

