Setting up Outlook 2007 for UALR’s Google Apps

1. Log into your mail at http://mail.ualr.edu
2. Click on settings in the upper right corner of the Gmail interface.
3. On the Click the Forwarding and POP/IMAP link.
4. Under IMAP Access, select the radio button “Enable IMAP”
5. Open Outlook.
6. Click on the Tools menu, and select Account Settings…
7. Click “New” to add new email account, then click Next.
8. Choose IMAP as your server type by clicking the radio button and click Next.
9. Enter your display name, email address (including '@UALR.edu'), and password.
10. Select the 'Manually configure server settings or additional server types' checkbox and Click Next.
11. Select **Internet E-mail**.
12. Settings: name, full email address (including '@ualr.edu')
   - In the **Account Type** dropdown menu, select **IMAP**; enter the incoming and outgoing server names shown below.
   - In the 'User Name' field, give your full email address (including UALR.edu)
   - After creating these settings, clicking **Next** takes you to the end of the setup.

13. Click the “More Settings” button on the right.
14. Click on the **Advanced** tab.
   - Incoming server must be 993, and must use SSL encryption.
   - Outgoing server can use 587, TLS encryption.
15. Click the **Outgoing Server** tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected. The radio button 'Use same settings as my incoming mail server' should also be selected.

16. Click **OK > Next > Finish > Close > OK**.

17. Check our [recommended client settings](#), and adjust your client's settings as needed.