

Configure Outlook for Your Meredith Gmail Account

1. First you must go into your Meredith Gmail account settings and "enable IMAP" (Under Setting, and then the Forwarding and POP/IMAP tab) save changes!!!

Settings

[General](#) [Accounts](#) [Labels](#) [Filters](#) **Forwarding and POP/IMAP** [Chat](#) [Web Clips](#) [Labs](#) [Offline](#)

Forwarding:

Disable forwarding

Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:

[Learn more](#)

1. Status: POP is enabled for all mail that has arrived since Apr 7

Enable POP for **all mail** (even mail that's already been downloaded)

Enable POP for **mail that arrives from now on**

Disable POP

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access Meredith College Mail from other clients using IMAP)
[Learn more](#)

1. Status: IMAP is enabled

Enable IMAP

Disable IMAP

2. Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

1. Open Outlook.
2. For new setups, select **Do not upgrade**.
3. Click **Yes**.
4. Enter your display name, email address (including '@email.meredith.edu'), and password.
5. Select the 'Manually configure server settings or additional server types' checkbox.
6. Select **Internet E-mail**, and then click **Next**.

Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)
Zimbra Collaboration Server

7. Settings: name, full email address (including @email.meredith.edu)
 1. In the **Account Type** dropdown menu, select **IMAP**; enter the incoming and outgoing server names shown below.
 2. In the 'User Name' field, give your full Gmail address, including '@gmail.com' or '@your_domain.com.'

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: My Name

E-mail Address: username@email.meredith.edu

Server Information

Account Type: IMAP

Incoming mail server: imap.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

Logon Information

User Name: username@email.meredith.edu

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

3. Click **More Settings**, then 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. Do not click OK yet!

Internet E-mail Settings

General Folders **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: _____

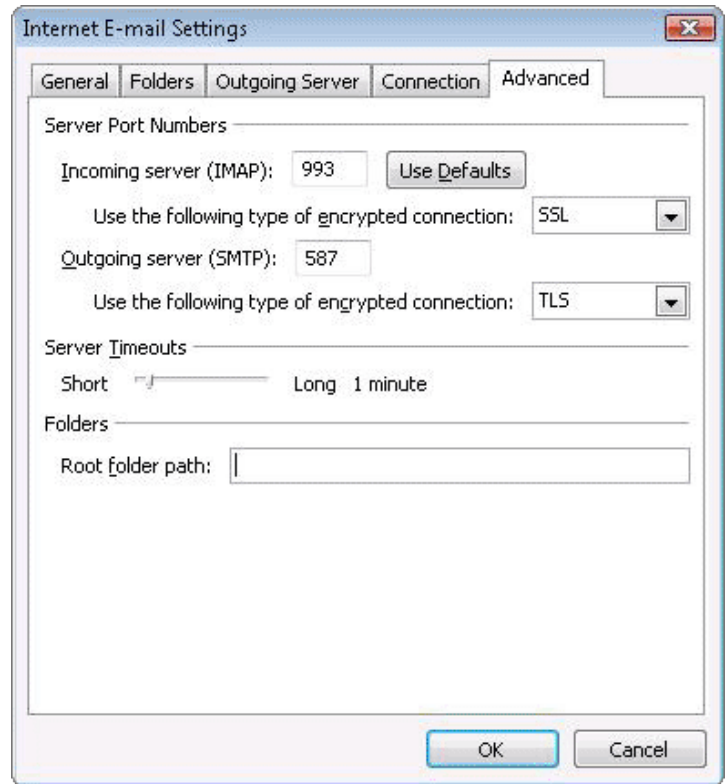
Password: _____

Remember password

Require Secure Password Authentication (SPA)

4. Now click the **Advanced** tab.

- Outgoing server can use 587, TLS encryption.
- Incoming server must be 993, and must use SSL encryption.



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