Setup VT Gmail in Outlook—IMAP

In order to add your VT Gmail account to Microsoft Outlook, you will need to navigate to the Email Account Settings in the Windows Control Panel.
- First click on the start button
- Then click on Control Panel as shown on the right.

Below are two different ways to reach the Email Account settings in Control Panel.

If your Control Panel looks similar to the picture below:
- Click on User Accounts first.
- Then click on Mail icon.

If your Control Panel window looks like this, then find and click on the Mail icon.
In Mail Settings, click on the E-mail accounts button.

In the e-mail tab click on the new button.

Select E-mail Account, then click on the Next button.
Select Manually configure server settings then click the Next button.

Select Internet E-mail, then click the Next button.

Enter the information as shown in the picture to the right.

**Name:** Your First and Last name
**Email address:** Your VT e-mail address
**Account type:** IMAP
**Incoming mail server:** imap.gmail.com
**Outgoing mail server:** smtp.gmail.com
**Username:** Enter your VT e-mail address
**Password:** Enter your VT e-mail password

Then click on the More Settings button.
In the More Settings window, click on the Outgoing Server Tab and check the box next to “My outgoing server (SMTP) requires authentication”.

Next click on the Advanced Tab.

- In the text box next to “Incoming server (IMAP)” type: 993
- Underneath that in the drop down menu next to “Use the following type of encrypted connection” select: SSL
- In the text box next to “Outgoing server (SMTP)” type: 587
- Underneath that in the drop down menu next to “Use the following type of encrypted connection” select: TLS

The picture to the right shows how everything should look.

Once all of the information has been entered click on the OK button.
Once you are back at the screen pictured to the right, click on the next button.

Outlook will then test the settings you have entered, if the test passes then close the test window and click on the Finish button.

If the test failed then go back and check your settings, then try the test again.