## Set up Gmail in Outlook 2019.

1. Get in to Control Panel. Click "Mail".



2. Click "Show Profiles".

Mail	Setup - Gmail2	×
Email Ac	counts	
	Setup email accounts and directories.	Email Accounts
Data File	5	
<b>1</b>	Change settings for the files Outlook uses to store email messages and documents.	Data <u>F</u> iles
Profiles -		
٢	Setup multiple profiles of email accounts and data files. Typically, you only need one.	<u>S</u> how Profiles
		<u>C</u> lose

3. Click "Add".

Ø Mail	×
General	
The following pr <u>o</u> files are set up on this computer:	
	b
Add Remove Properties Copy	
When starting Microsoft Outlook, use this profile:	
Always use this profile	
	/
OK Cancel <u>A</u> pply	

4. Input the Profile Name.



5. Select "Manual Setup", then click "Next".

		×
Auto Account Set Manual setup of	up an account or connect to other server types.	×
) Email <u>A</u> ccount		
Your Name:	Wong Simon K M	
	Example: Ellen Adams	
<u>E</u> mail Address:	kaimwong2@hkbu.edu.hk	
	Example: ellen@contoso.com	
Manual catura or		
Manual setup or	additional server types	
Manual setup or	additional server types	
Manual setup or	additional server types	
Manual setup or	additional server types	
Manual setup or	additional server types	
Manual setup or	additional server types	
Manual setup or	additional server types	

6. Select "POP or IMAP".

Add Account	×
Choose Your Account Type	×
O Office 365 Automatic setup for Office 365 accounts Email Address:	
POP or IMAP     Advanced setup for POP or IMAP email accounts	
Exchange <u>ActiveSync</u> Advanced setup for services that use Exchange ActiveSync	
< <u>B</u> ack <u>N</u> ext > Cancel	Help

7. Input the information, the click "Next".

Add Account X				
POP and IMAP Account Settings Enter the mail server settings for your account.		×.		
User Information		Test Account Settings		
Your Name:	Simon Wong	We recommend that you test your account to ensure that the entries are correct		
<u>E</u> mail Address:	kaimwong@hkbu.edu.hk	the entries are concer.		
Server Information		Tast Account Cattings		
Account Type:	IMAP 🗸	Jest Account Settings		
Incoming mail server:	imap.gmail.com	Automatically test account settings when Next is clicked		
Outgoing mail server (SMTP):	smtp.gmail.com			
Logon Information				
<u>U</u> ser Name:	kaimwong@hkbu.edu.hk	Mail to keep offline: 24 months		
Password:	*********			
<u> </u>	emember password			
Reguire logon using Secure Password Authentication     (SPA)		More Settings		
		< <u>B</u> ack <u>N</u> ext > Cancel Help		

Internet Email Settings	×
General Outgoing Server Advanced	
My outgoing server (SMTP) requires authentication	
Use same settings as my incoming mail server     Log on using	
User Name:	
Password:	
Remember password	
Reguire Secure Password Authentication (SPA)	
OK Cance	

Internet Email Settings	×					
General Outgoing Server Advanced						
Server Port Numbers						
Incoming server (IMAP): 993 Use Defaults						
Use the following type of <u>encrypted</u> connection: SSL/TLS	$\sim$					
Outgoing server (SMTP): 465						
Use the following type of encrypted connection: SSL/TLS	$\sim$					
Server Timeouts	_					
Short Long 10 minutes						
Folders	_					
Root <u>f</u> older path:	Root <u>f</u> older path:					
Sent Items	_					
Do not save copies of sent items						
Deleted Items	_					
Mark items for deletion but do not move them automatically						
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.						
Purge items when switching folders while online						
OK Cano	el.					

8. Input the email in popup screen.

×		
Sign in with your Google Account	Add Account	×
	Test Account Settings	*
	Outlook is testing the account settings you entered.     Stop	4
	Close	
	Tasks Errors	i test your account to ensure that
Enter your email	Tasks Status Log onto incoming mail server (IMAP) In Progress Send test email message	
kaimwong2@hkbu.edu.hk X		account <u>s</u> ettings when Next
Next	User Name: kaimwong@hkbu.edu.hk Mail to keep offline:	24 months
Find my account		
	Reguire logon using Secure Password Authentication     (SPA)	More Settings
Create account	< Back Next >	Cancel Help
		Syne co

## 9. Login DUO.

;	<		
		Add Account	X
		Test Account Settings	米
	e	Outlook is testing the account settings you entered. Stop	<u>لم</u>
กพิ		Close	
Eorgot Password	10	Tasks Errors	i test your account to ensure that
Please enter your Hong Kong Baptist University SSOid and Password to access G Suite. <u>University Privacy Policy Statement</u>	^ ^	Tasks Status  Log onto incoming mail server (IMAP) In Progress Send test email message	
SSOid (please exclude @hkbu.edu.hk/@life.hkbu.edu.hk)			: account <u>s</u> ettings when Next
kaimwong2		Logon Information	
Password		User Name: kaimwong@hkbu.edu.hk Mail to keep offline:	24 months
•••••		Password:	
		<u> </u>	
Log in	~	(SPA)	More Settings
		< <u>B</u> ack <u>N</u> ext >	Cancel Help
<	>	Region Connections	Security a

10. Click "Allow" to accept the login.

	nis will allow Μιcrosoπ apps & services to	): 
Μ	Read, compose, send, and permanently delete all your email from Gmail	i
	Associate you with your personal info on Google	i
	See your personal info, including any personal info you've made publicly available	i
	View your email address	i
y clickii ith theii ermissi	View your email address	ordance
	Deny Allow	



## **Setting for Mass Mail**

1. Change to "smtps.hkbu.edu.hk" in Outgoing mail server, then click "More Settings".

Change Account		Х
POP and IMAP Account Se Enter the mail server setti	ttings ngs for your account.	×.
User Information		Test Account Settings
Your Name:	kaimwong2@hkbu.edu.hk	We recommend that you test your account to ensure that the entries are correct
Email Address:	kaimwong2@hkbu.edu.hk	the entries are concer.
Server Information		Test Account Settings
Account Type:	IMAP 🗸	
Incoming mail server:	imap.gmail.com	Automatically test account settings when Next is clicked
<u>O</u> utgoing mail server (SMTP):	smtps.hkbu.edu.hk	
Logon Information		
<u>U</u> ser Name:	kaimwong2@hkbu.edu.hk	Mail to keep offline: 24 months
Password:	******	
⊠ <u>R</u>	emember password	
Reguire logon using Secure Password Authentication (SPA)		More Settings
		< Back Next > Cancel Help

2. Change Outgoing server port to "587", "STARTTLS" and uncheck "Do not save copies of sent items".

Internet Email Settings	<			
General Outgoing Server Advanced				
Server Port Numbers				
Incoming server (IMAP): 993 Use Defaults				
Use the following type of <u>e</u> ncrypted connection: SSL/TLS 🔍				
Outgoing server (SMTP): 587				
Use the following type of encrypted connection: STARTTLS				
Server Timeouts				
Short Long 10 minutes				
Folders				
Root <u>f</u> older path:				
Sent Items				
<u>D</u> o not save copies of sent items				
Deleted Items				
Mark items for deletion but do not move them automatically				
Items marked for deletion will be permanently deleted when the items in the mailbox are purged.				
Purge items when switching folders while online				
OK Cancel				