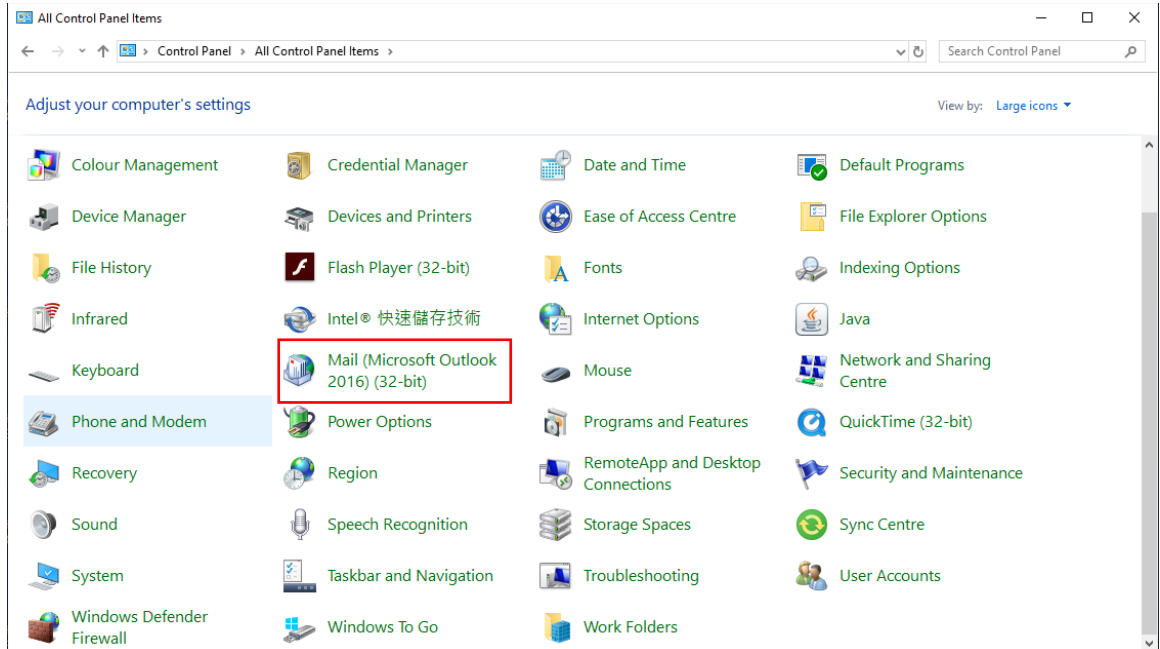
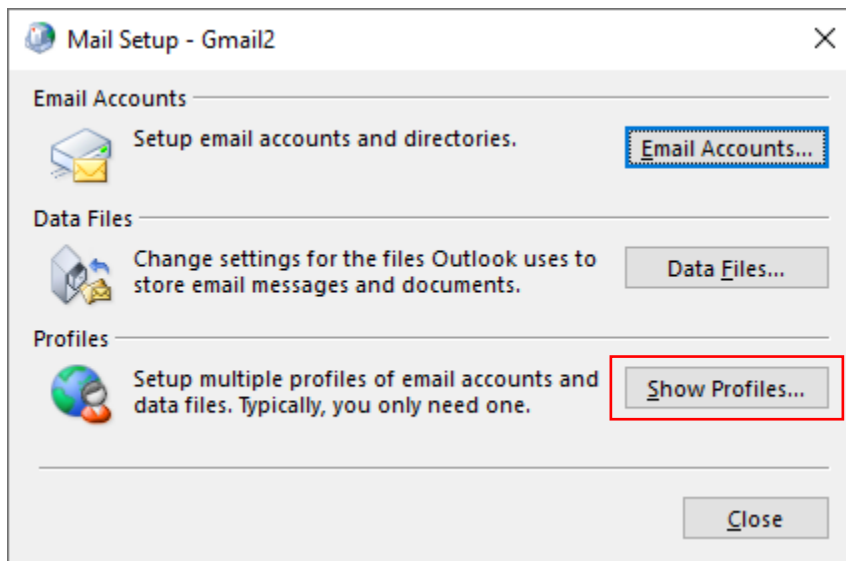


Set up Gmail in Outlook 2019.

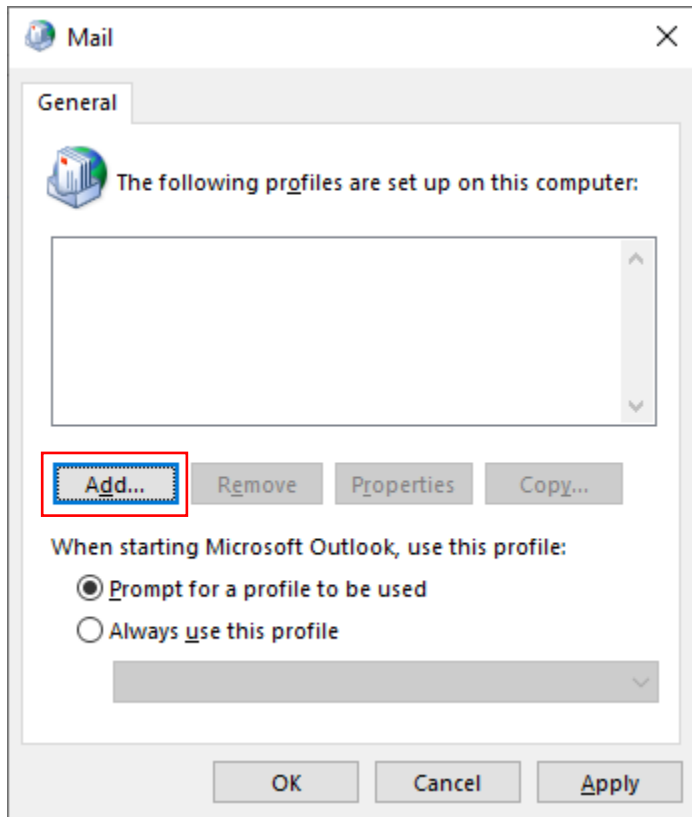
1. Get in to Control Panel. Click "Mail".



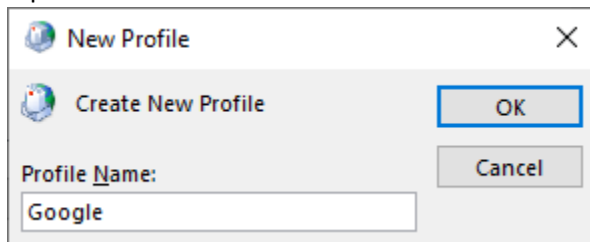
2. Click "Show Profiles".



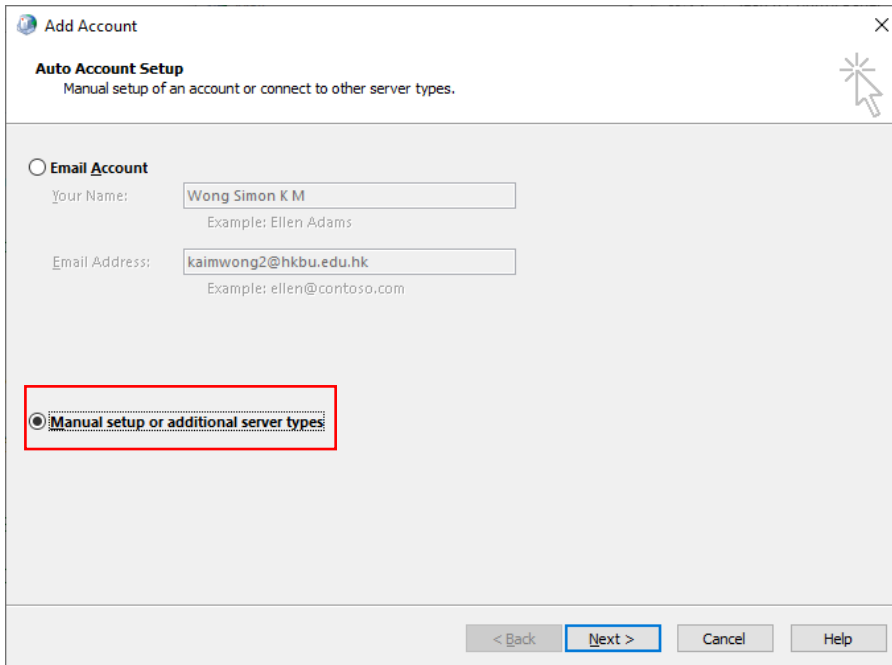
3. Click "Add".



4. Input the Profile Name.



5. Select “Manual Setup”, then click “Next”.



Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

Email Account

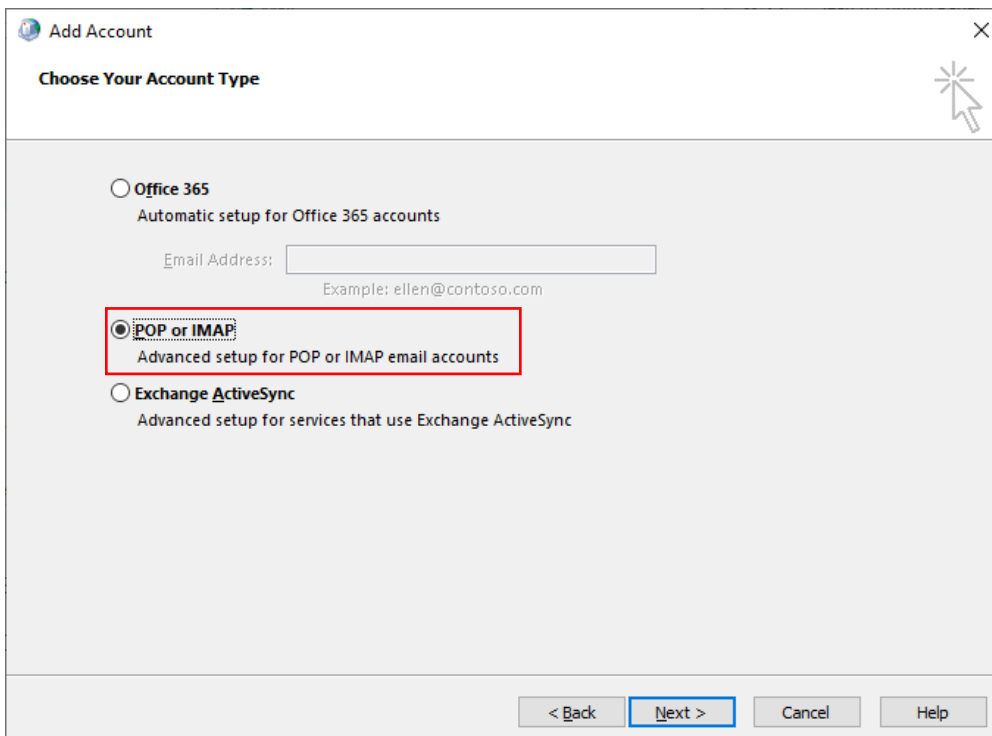
Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Manual setup or additional server types

< Back **Next >** Cancel Help

6. Select “POP or IMAP”.



Add Account

Choose Your Account Type

Office 365
Automatic setup for Office 365 accounts

Email Address:
Example: ellen@contoso.com

POP or IMAP
Advanced setup for POP or IMAP email accounts

Exchange ActiveSync
Advanced setup for services that use Exchange ActiveSync

< Back **Next >** Cancel Help

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

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: Simon Wong
Email Address: kaimwong@hkbu.edu.hk

Server Information
Account Type: IMAP
Incoming mail server: imap.gmail.com
Outgoing mail server (SMTP): smtp.gmail.com

Logon Information
User Name: kaimwong@hkbu.edu.hk
Password: [masked]
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

Mail to keep offline: 24 months

More Settings ...

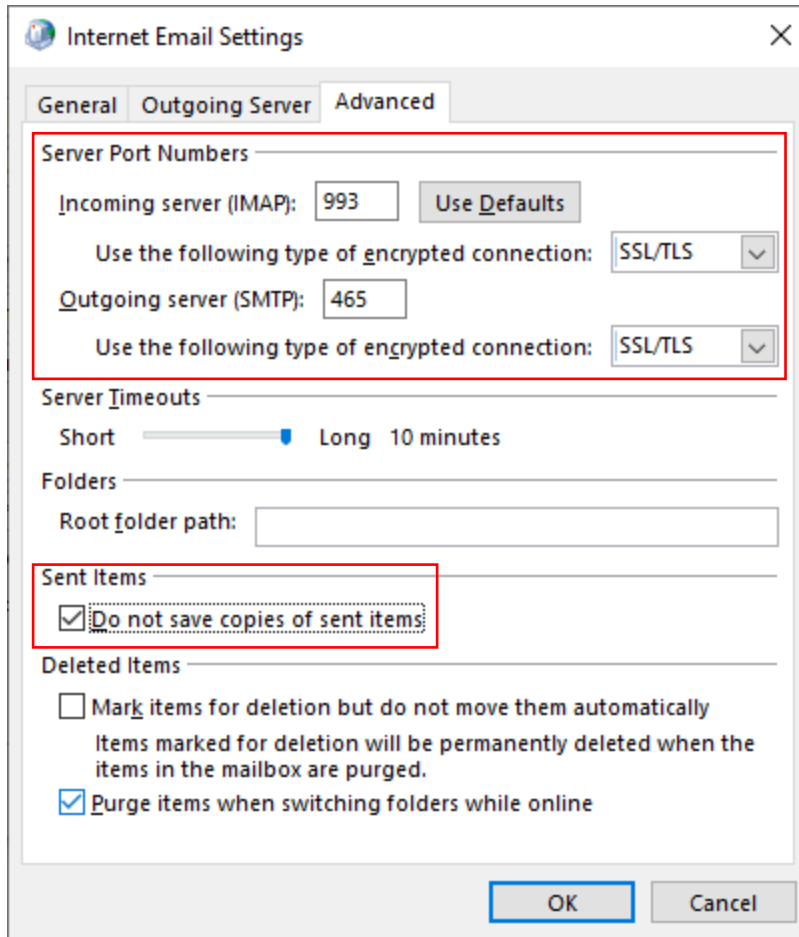
< Back Next > Cancel Help

Internet Email Settings

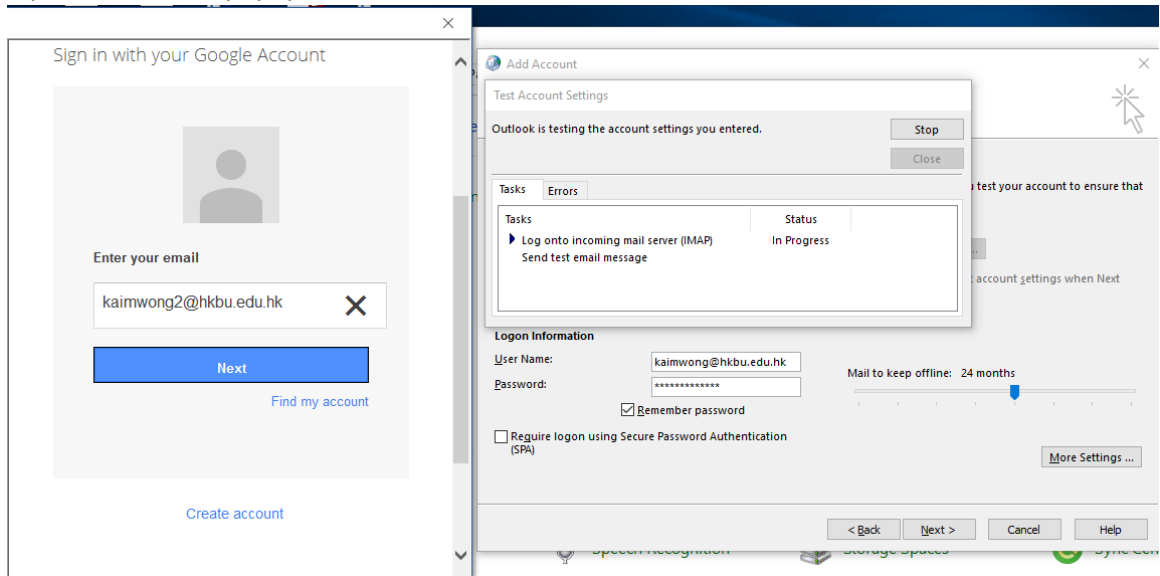
General Outgoing Server Advanced

My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server
 Log on using
User Name: [text box]
Password: [text box]
 Remember password
 Require Secure Password Authentication (SPA)

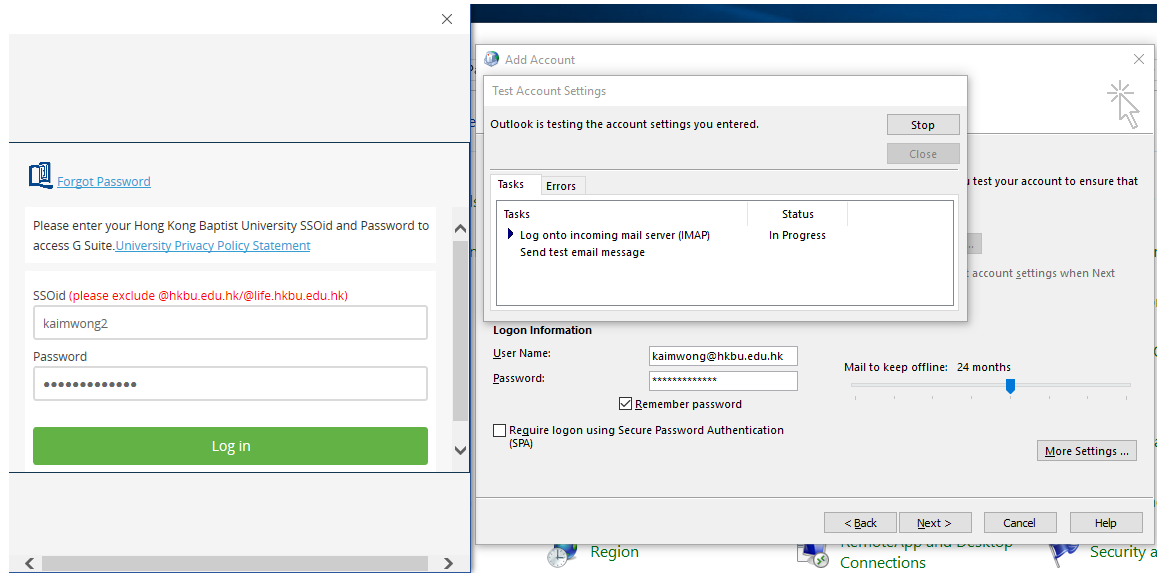
OK Cancel



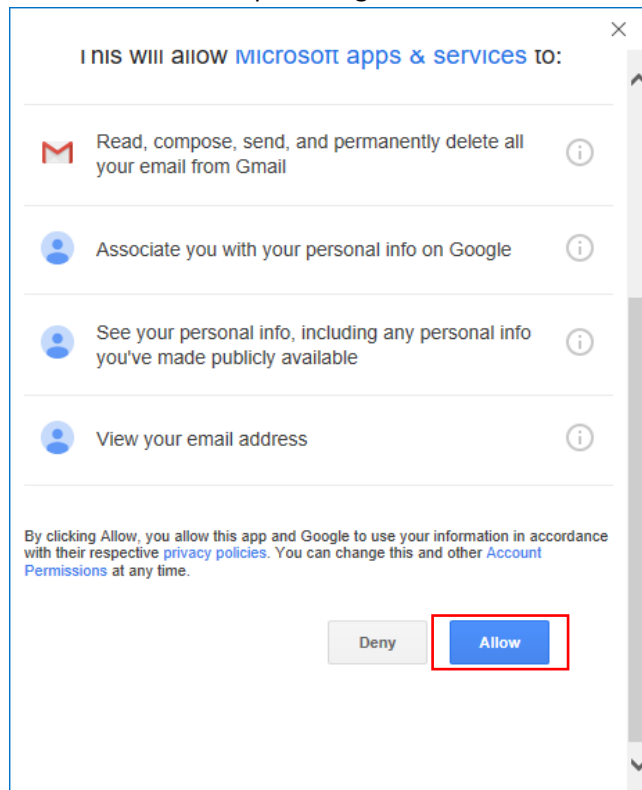
8. Input the email in popup screen.



9. Login DUO.



10. Click "Allow" to accept the login.





Adding kaimwong2@hkbu.edu.hk

Account setup is complete

OK

Set up Outlook Mobile on my phone, too

Setting for Mass Mail

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

Change Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: kaimwong2@hkbu.edu.hk
Email Address: kaimwong2@hkbu.edu.hk

Server Information
Account Type: IMAP
Incoming mail server: imap.gmail.com
Outgoing mail server (SMTP): smtps.hkbu.edu.hk

Logon Information
User Name: kaimwong2@hkbu.edu.hk
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
 Automatically test account settings when Next is clicked

Mail to keep offline: 24 months

< 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 encrypted connection: SSL/TLS

Outgoing server (SMTP): 587
Use the following type of encrypted connection: STARTTLS

Server Timeouts
Short Long 10 minutes

Folders
Root folder 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 Cancel