Connecting Student Bobcat Gmail to Microsoft Outlook 2010 (Mac)

- Source: [http://support.google.com/mail/bin/answer.py?hl=en&answer=77689](http://support.google.com/mail/bin/answer.py?hl=en&answer=77689)
- Note the following procedure is performed in Mac.

1. Login to your Gmail account using your firstname.lastname@bobcats.gcsu.edu username.

2. In the right-hand corner of the screen click on the “Settings” icon: 🔄.

3. In the “Settings” page of Gmail, select the “Forwarding and POP/IMAP” tab.

4. Scroll down to the “IMAP Access:” region, and click the “Enable IMAP” option.
   a. The Status should say “IMAP is enabled” at this point.

5. Select the “Auto-Expunge on” feature under, “When I mark a message in IMAP as deleted:” section.

[Updated: 2012.09.21]
6. Under “Folder Size Limits”, select “Do not limit the number of messages in an IMAP folder (default)”.
7. Make sure to click “Save Changes” at the bottom of the section.
8. You can now minimize your Gmail account and open your Outlook version, either 2007/2010.
9. If first time opening Microsoft Outlook, check the “Make Outlook the default application for e-mail, calendar, and contacts”, then select “Add Account”. If the wizard option does not appear, go into the “Tools” tab, select “Accounts…”.
10. In the new window that says “Accounts”, click on the icon to that says “E-mail Account”. Or click on the plus sign, +, in the bottom left corner, and choose “E-mail…” in the drop down menu.

![Add an Account](image)

11. In the “Enter your account information” type in the following.
   
a. E-mail address: Firstname.Lastname@bobcats.gcsu.edu
b. Password: “Your Password”
c. User Name: Firstname.Lastname@bobcats.gcsu.edu
d. Type: IMAP
e. Incoming server: imap.gmail.com
   (Note: make sure the port number says 993, if it doesn’t select “Override default port” and type it in.)
f. Select the box that says “Use SSL to connect (recommended)”
g. Outgoing server: smtp.gmail.com
   (Note: select the “Override default port” and type in 465.)
h. Select the box that says “Use SSL to connect (recommended)”
i. Then select “Add Account”.

12. In the new “Accounts” window select “More Options…” below the “Outgoing server:” information. In the “Settings for: smtp.gmail.com” select the following:
   a. Authentication: “User Name and Password”
   b. User name: “firstname.lastname@bobcats.gcsu.edu”
   c. Password: “Your Password”
Select “OK” once finished