# STUDENT TECHNOLOGY HELP ⚙ DESK

How To Configure Your University Gmail Account
## in the Outlook App in Windows OS

Note: Configuring Gmail within non-Gmail mail applications (e.g., Apple Mail, Outlook for desktop, Outlook mobile app) includes limited functionality, such as sending and receiving email only. For full functionality, including calendar and contacts, you must use Gmail via the web (gmail.miami.edu) or the Gmail mobile app for iOS or Android.

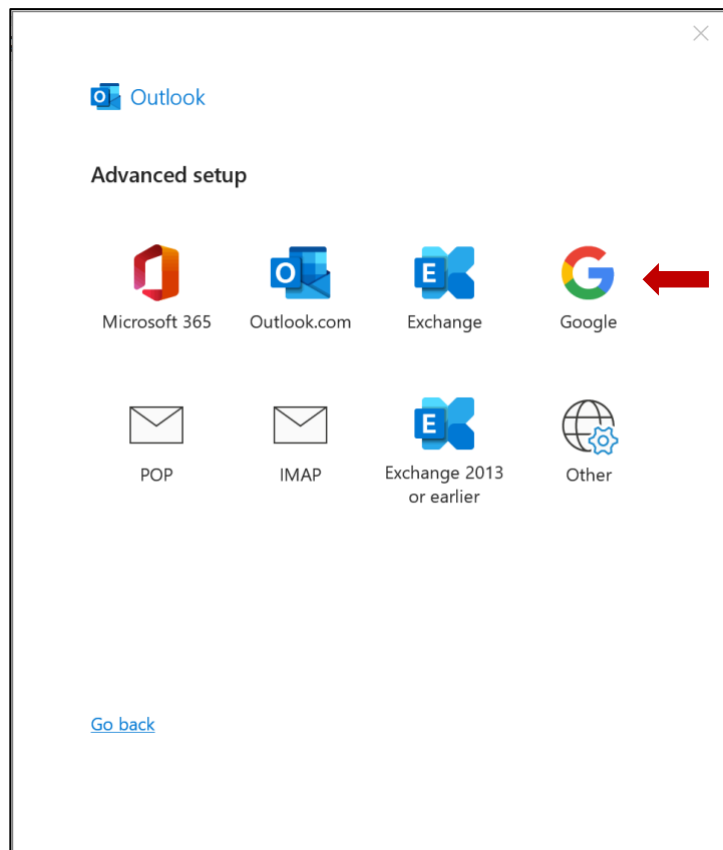*To configure as a secondary account, jump to **page 6**.*

Launch the **Outlook** application.
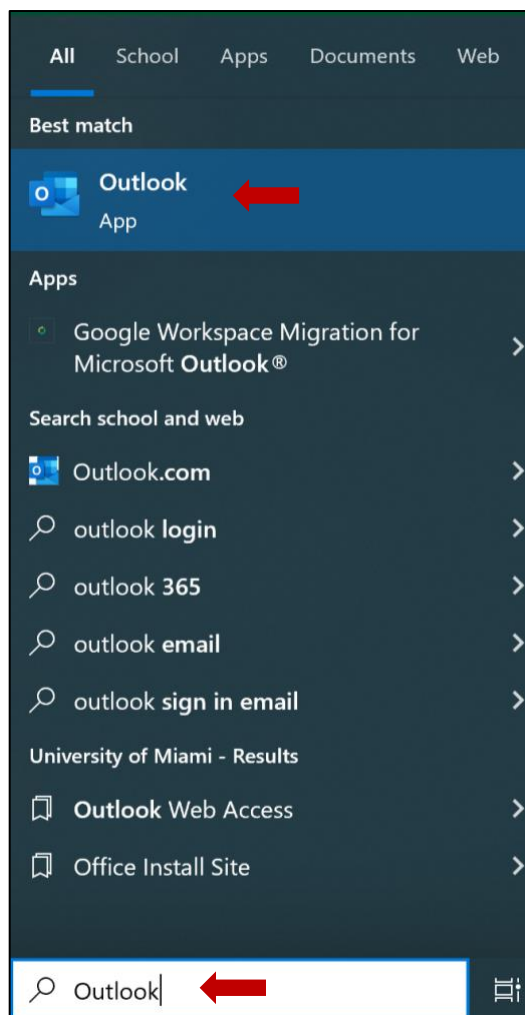
When prompted enter in your Gmail-specific email: **CaneID@<u>students</u>.miami.edu.**
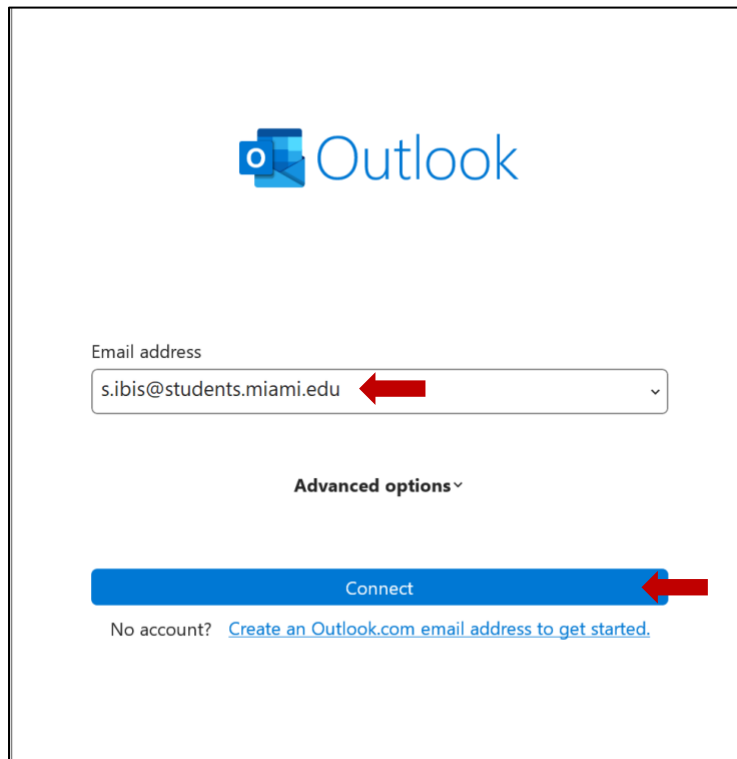
Select **Google** as the account type.

Enter in the IMAP server settings for **Gmail**. Then, click **Next**.
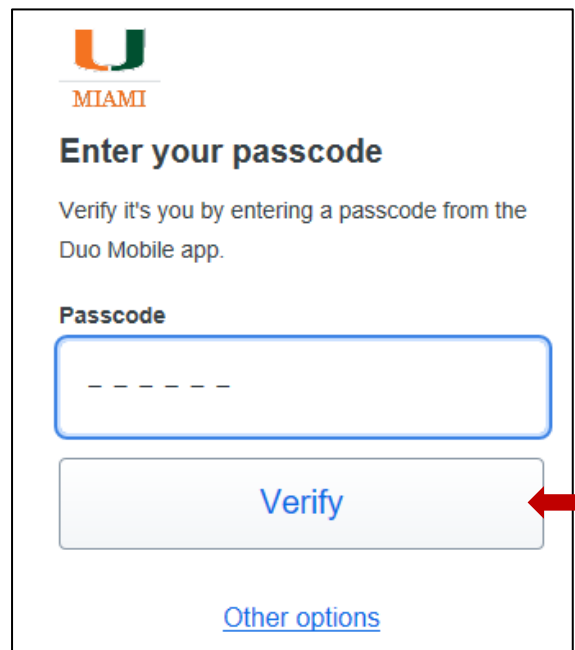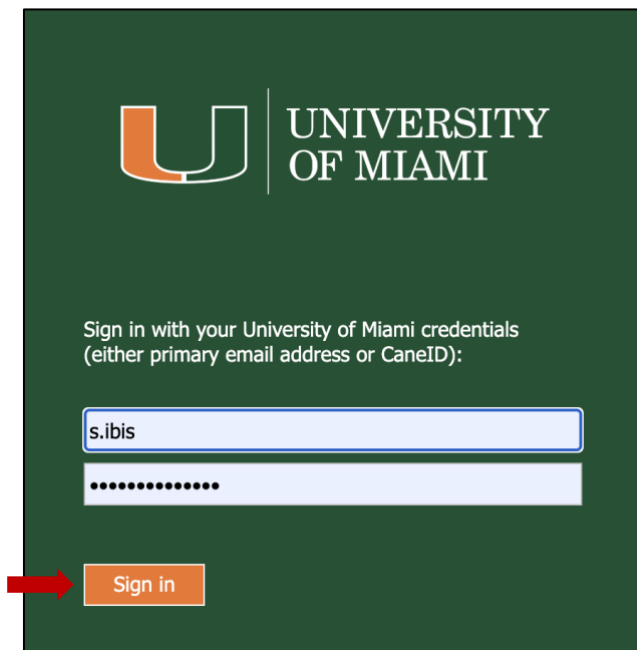

Enter your **Password** then click **Connect**.

Confirm your account information (CaneID) is correct and click **Next**.
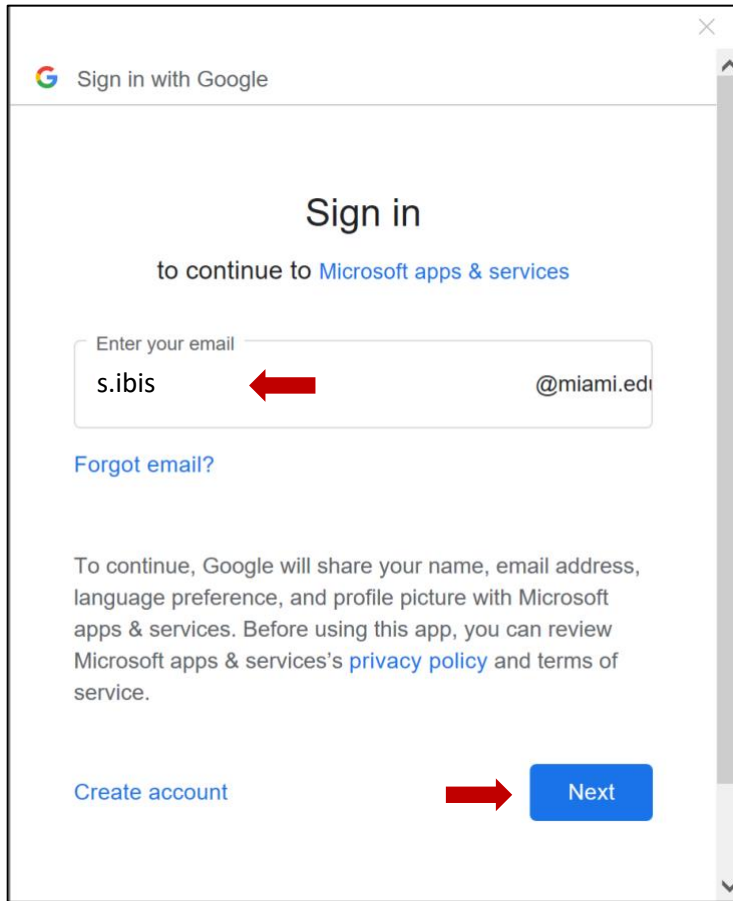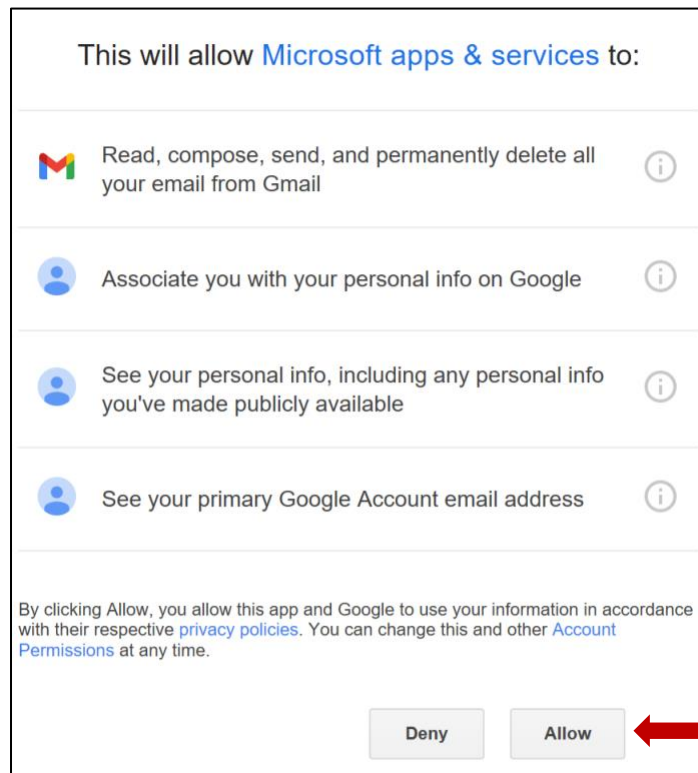
Enter your **University of Miami CaneID and password**, and then click **Sign in**.

Then, enter your **multi-factor authentication (MFA) passcode**, and then click **Verify**.
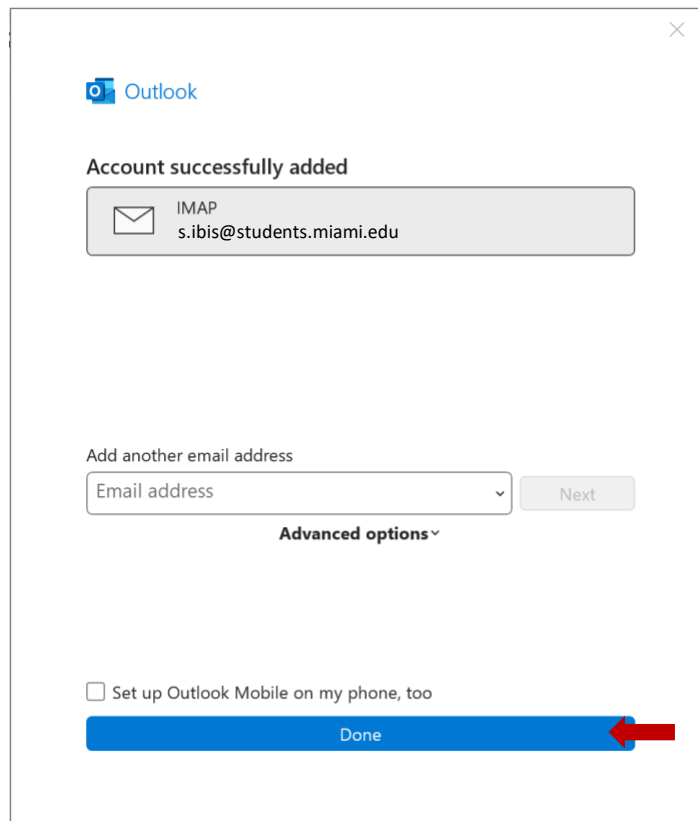

Click **Allow** to authorize the configuration.

After this step you may be prompted to sign in a second time. Complete the steps again to proceed.
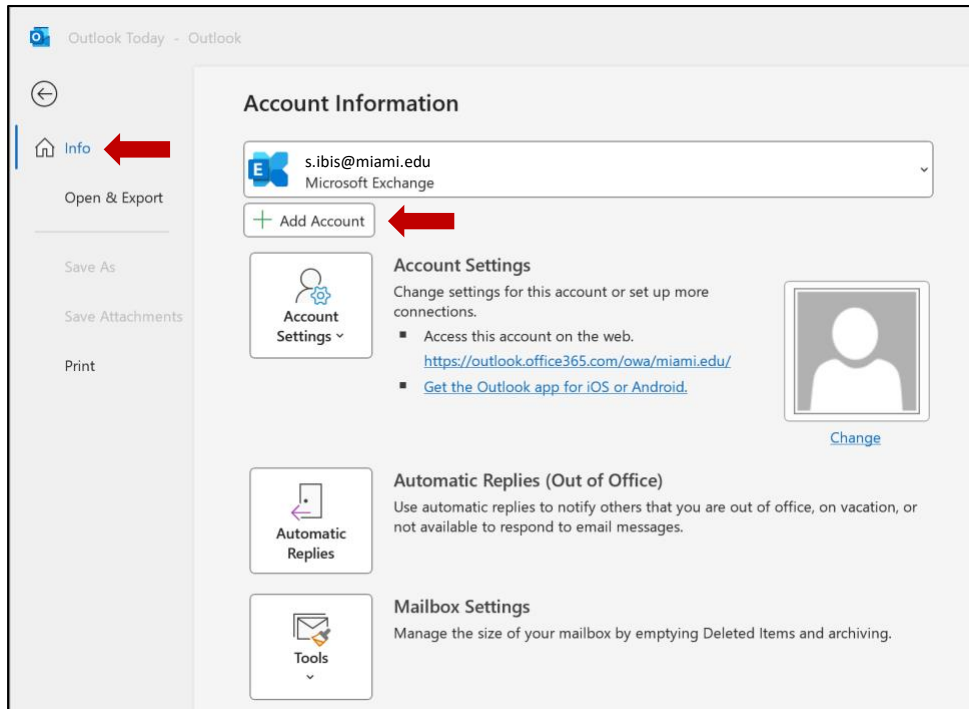

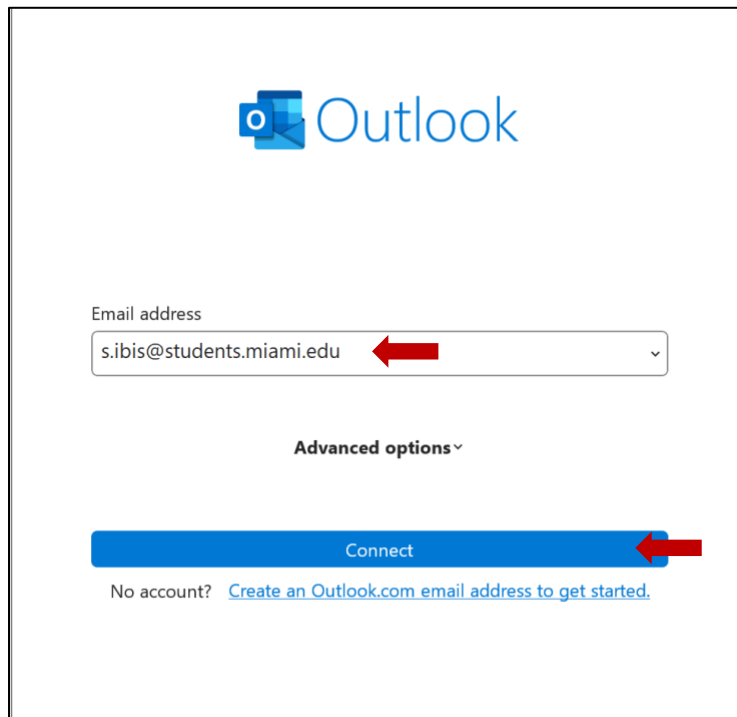Once the account is added successfully, click **Done** to be taken to your inbox.

How To Configure Your University Gmail Account as a Secondary Account in Outlook for Windows
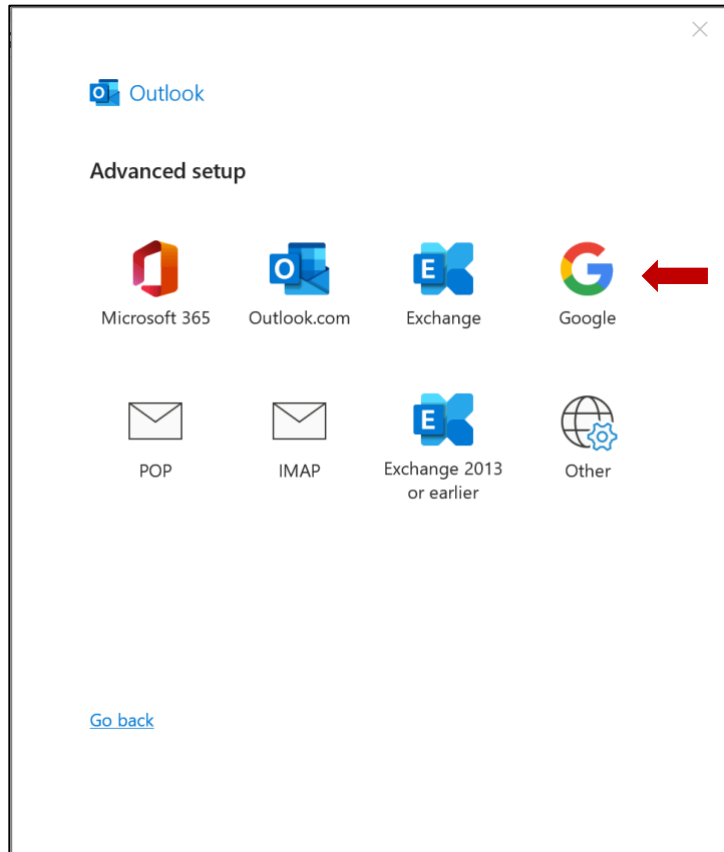
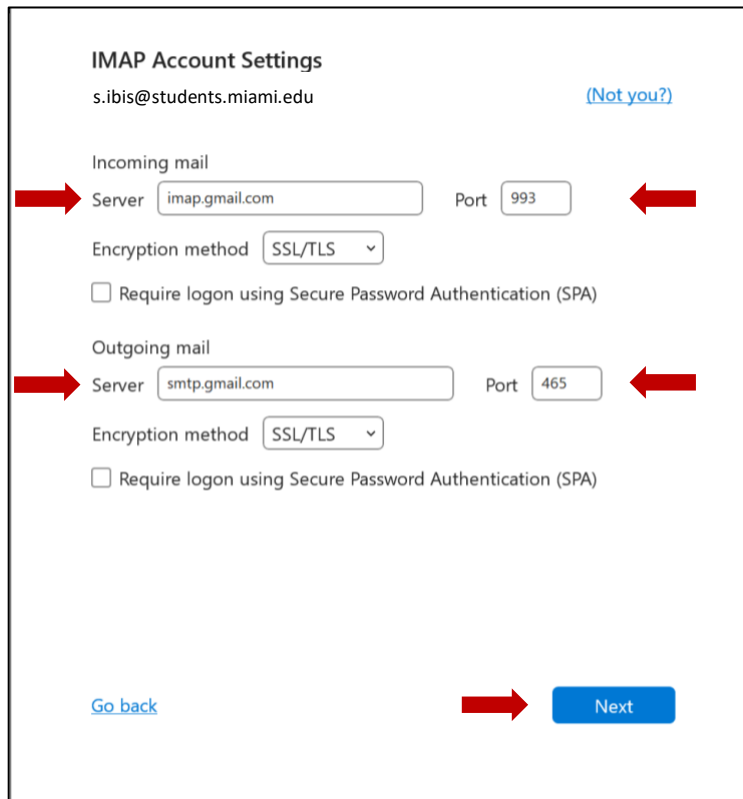In **Outlook**, go to **File > Info** then select **Add Account**.

When prompted enter in your Gmail-specific email: **CaneID@<u>students</u>.miami.edu.**
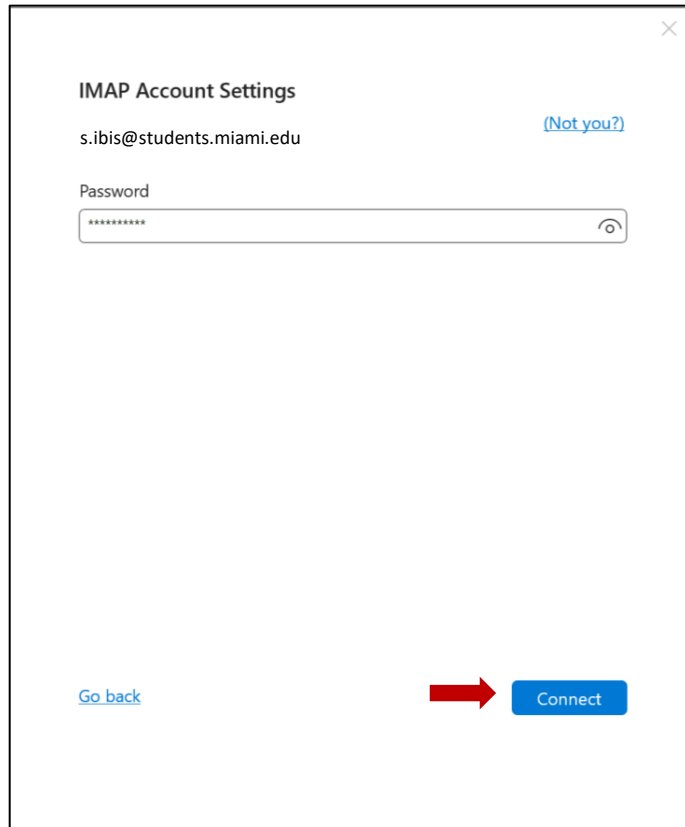

Select **Google** as the account type.

Enter in the IMAP server settings for **Gmail**. Then, click **Next**.

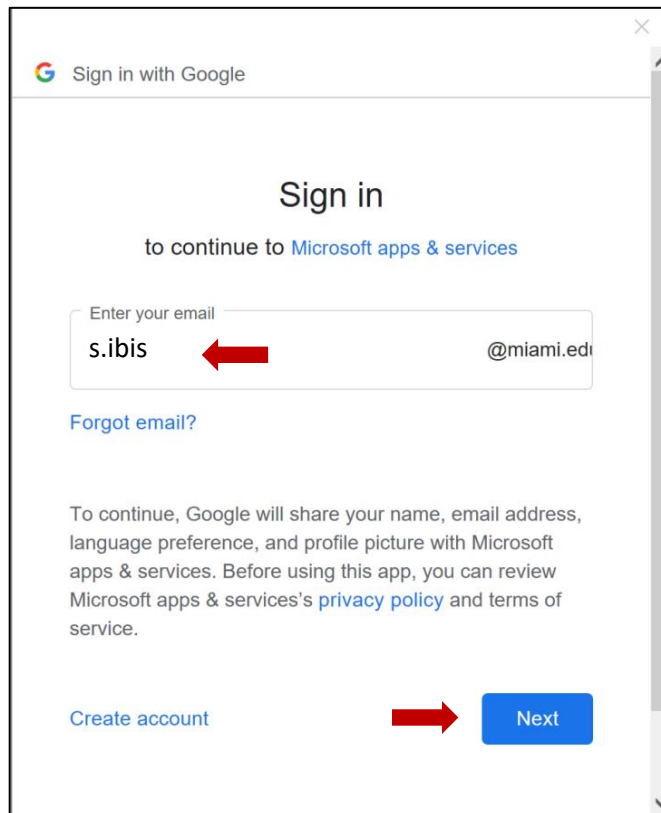Enter your **Password** then click **Connect**.

Confirm your account information is correct and click **Next**.

Enter your **University of Miami CaneID and password**, and then click **Sign in**.

Then, enter your **multi-factor authentication (MFA) passcode**, and then click **Verify**.

Click **Allow** to authorize the configuration.

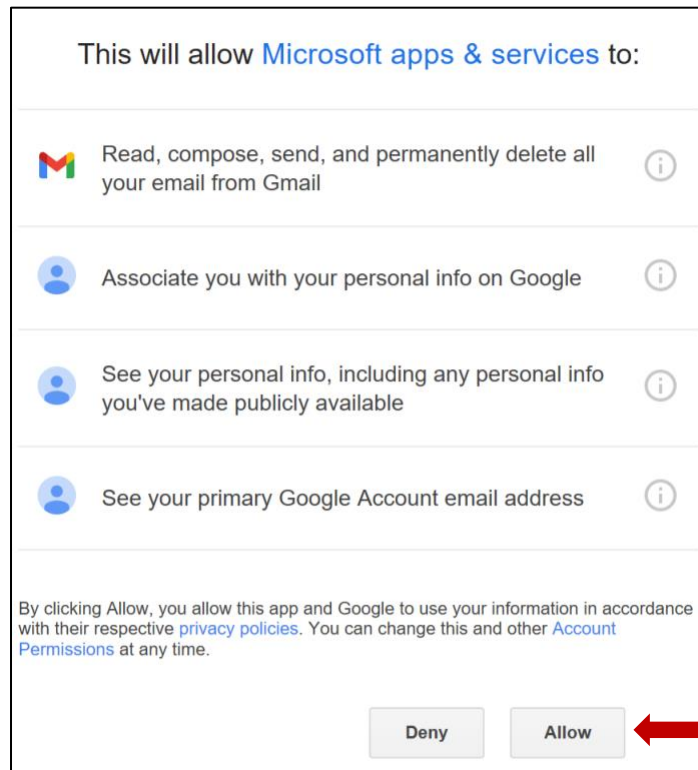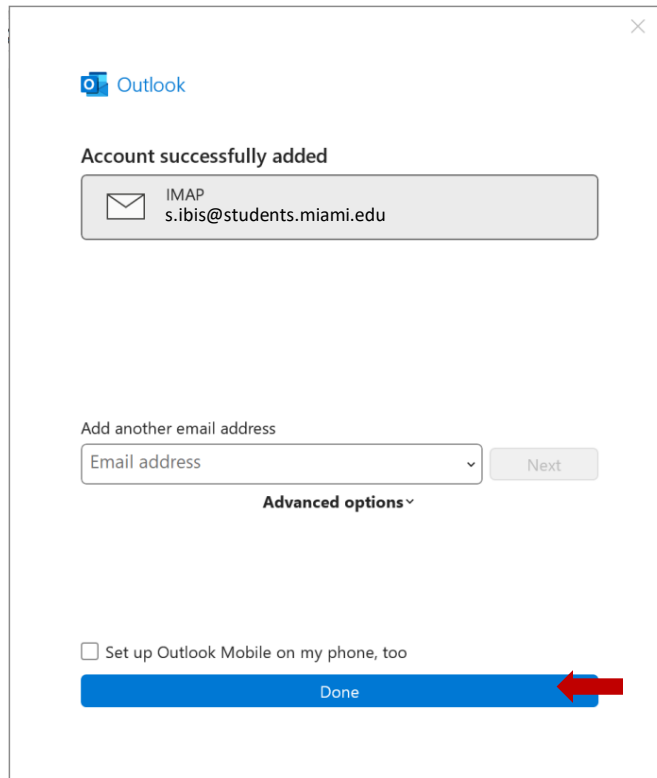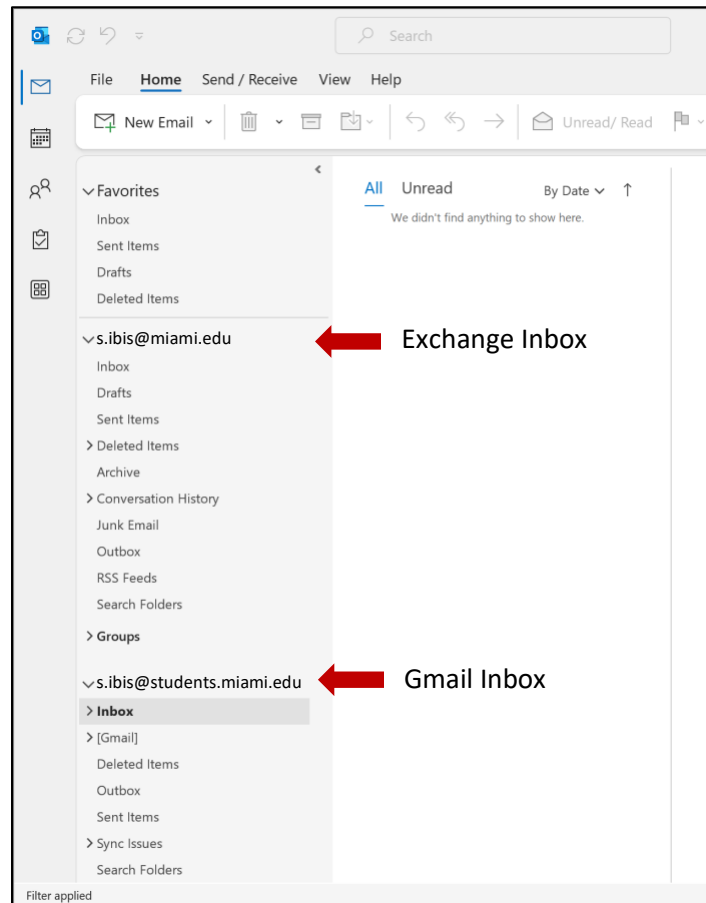*After this step you may be prompted to sign in a second time. Complete the steps again to proceed.*

Once the account is added successfully click **Done**.

You will then see all your configured accounts in the Outlook application.

Note: Configuring Gmail within non-Gmail mail applications (e.g., Apple Mail, Outlook for desktop, Outlook mobile app) includes limited functionality, such as sending and receiving email only. For full functionality, including calendar and contacts, you must use Gmail via the web (gmail.miami.edu) or the Gmail mobile app for iOS or Android.

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