STUDENT TECHNOLOGY

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 (<u>gmail.miami.edu</u>) 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: CanelD@students.miami.edu.

Select Google as the account type.



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

IMA	P Account Settings	
s.ibis	@students.miami.edu	<u>(Not you?)</u>
Incon Serve	ning mail r (imap.gmail.com Port 9	93
Encry	ption method SSL/TLS ~ quire logon using Secure Password Authentica	tion (SPA)
Outg	ping mail	
Serve	r smtp.gmail.com Port	465
Encry	ption method SSL/TLS ~	
🗌 Re	quire logon using Secure Password Authentica	tion (SPA)
<u>Go ba</u>	ick	Next

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

s.ibis@students.miami.edu	(Not you?)
Password	
*****	0
Go back	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.

UNIVERSITY OF MIAMI	MIAMI Enter your passcode Verify it's you by entering a passcode from the Duo Mobile app.
Sign in with your University of Miami credentials (either primary email address or CaneID):	Passcode
s.ibis	
••••••	Verify
Sign in	Other options

Click Allow to authorize the configuration.



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

udents.miami.edu		
dress		
	~	Next
Advanced optio	ns ~	
	udents.miami.edu Idress Advanced optio	udents.miami.edu Idress Advanced options ~

0 Θ Account Information 🞧 Info s.ibis@miami.edu Microsoft Exchange Open & Export + Add Account **Account Settings** R Change settings for this account or set up more connections. Account Settings ~ Access this account on the web. https://outlook.office365.com/owa/miami.edu/ Print Get the Outlook app for iOS or Android. Change Automatic Replies (Out of Office) . Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to email messages. Automatic Replies **Mailbox Settings** Manage the size of your mailbox by emptying Deleted Items and archiving. Tools

In **Outlook**, go to **File > Info** then select **Add Account**.

When prompted enter in your Gmail-specific email: CaneID@students.miami.edu.



Select Google as the account type.



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

IMAP Account Settings s.ibis@students.miami.edu	(Not you?)
Incoming mail Server imap.gmail.com Port 993 Encryption method SSL/TLS Require logon using Secure Password Authentication	(SPA)
Outgoing mail Server smtp.gmail.com Encryption method SSL/TLS Require logon using Secure Password Authentication	55 (SPA)
<u>Go back</u>	Next

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

Г

IMAP Account Settings	
s.ibis@students.miami.edu	<u>(Not you?)</u>
Password	
*****	6
<u>Go back</u>	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.

UNIVERSITY OF MIAMI	MIAMI Enter your passcode Verify it's you by entering a passcode from the Duo Mobile app.
Sign in with your University of Miami credentials (either primary email address or CaneID):	Passcode
s.ibis	
••••••	Verify
Sign in	Other options

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.

This will allow Microsoft apps & services to:			
M	Read, compose, send, and permanently delete all your email from Gmail	(j)	
•	Associate you with your personal info on Google	(j)	
•	See your personal info, including any personal info you've made publicly available	(j)	
•	See your primary Google Account email address	(j)	
By clicking Allow, you allow this app and Google to use your information in accordance with their respective privacy policies. You can change this and other Account Permissions at any time.			
	Deny Allow	-	

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

Add another email address	
Email address	
Advanced options ~	
Set up Outlook Mobile on my phone, too	

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

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	File Home Send / Receive Vi	iew Help	
	🏹 New Email 👻 🗎 👻 🖃	$\mathbb{E}_{\mathbb{T}}$ \bigcirc \bigcirc \rightarrow \bigcirc Unread/Read	P ·
x ^Q ⊡	 ✓ Favorites Inbox Sent Items Drafts Deleted Items 	All Unread By Date → ↑ We didn't find anything to show here.	
	 S.ibis@miami.edu Inbox Drafts Sent Items > Deleted Items Archive > Conversation History Junk Email Outbox RSS Feeds Search Folders > Groups > s.ibis@students.miami.edu > Inbox > Inbox > Deleted Items 	Exchange Inbox Gmail Inbox	
Filter app	Sent Items > Sync Issues Search Folders ied		

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