

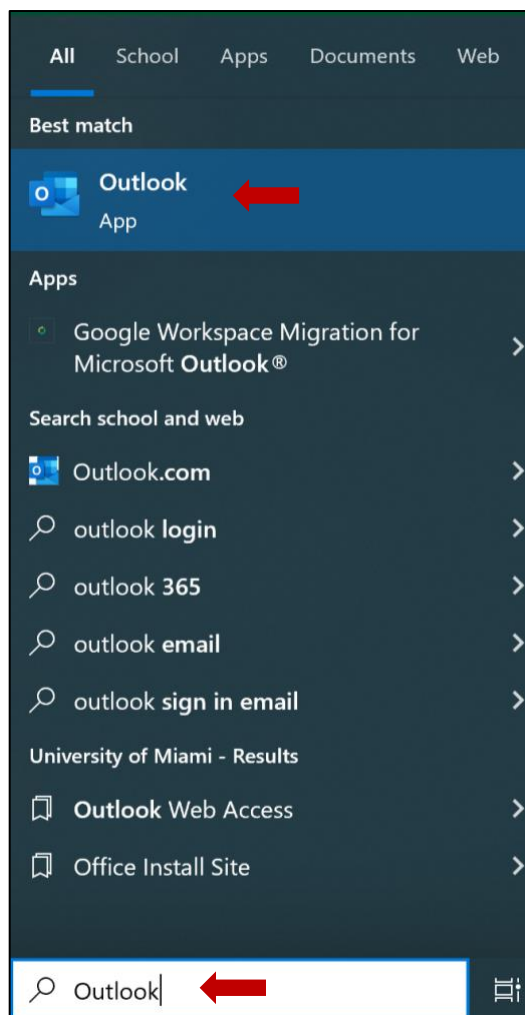
STUDENT TECHNOLOGY HELP DESK

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

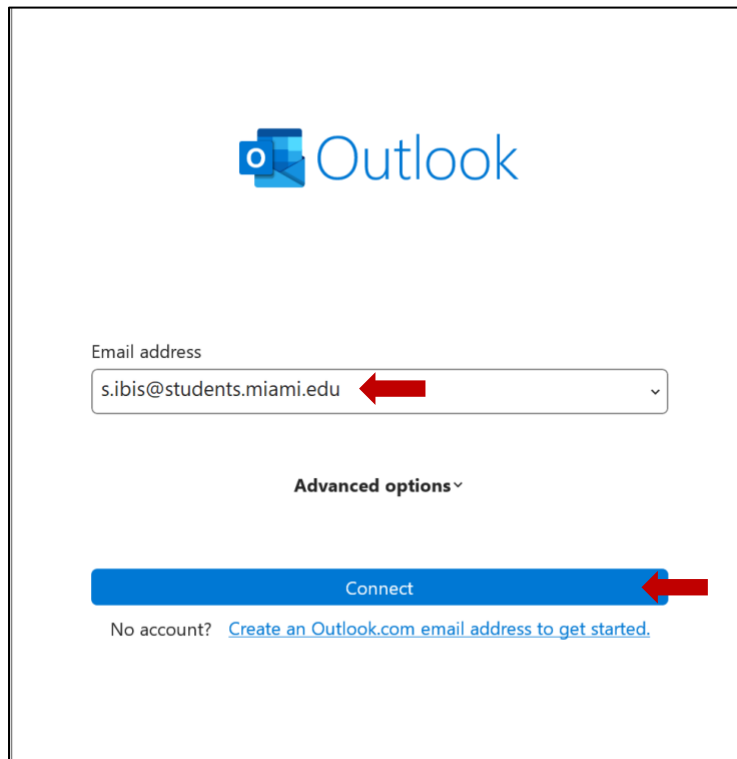
Note: Configuring Gmail within non-Gmail mail applications (e.g., Apple Mail, Outlook for desktop, Outlook mobile app) includes limited functionality, such as sending and receiving email only. For full functionality, including calendar and contacts, you must use Gmail via the web (gmail.miami.edu) or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

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

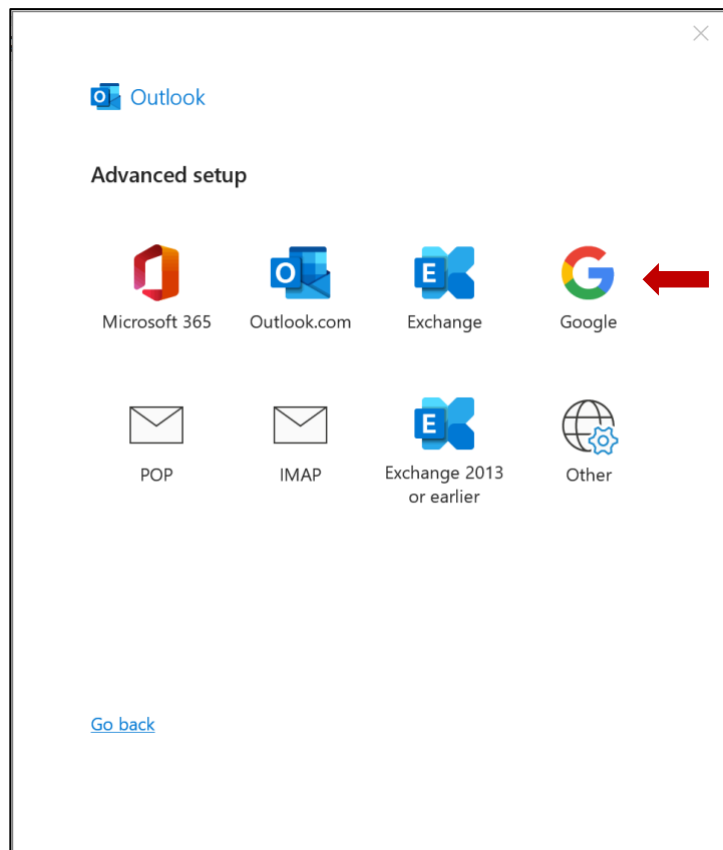
Launch the **Outlook** application.



When prompted enter in your Gmail-specific email: **CaneID@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 Port

Encryption method

Require logon using Secure Password Authentication (SPA)

Outgoing mail

Server Port

Encryption method

Require logon using Secure Password Authentication (SPA)

[Go back](#)

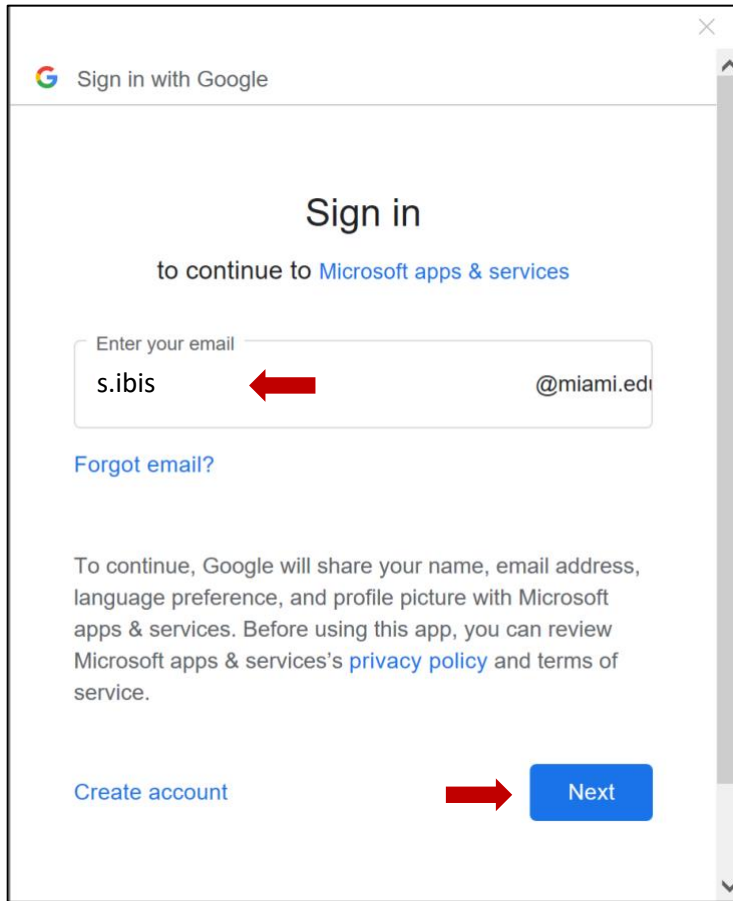
Enter your **Password** then click **Connect**.

IMAP Account Settings
s.ibis@students.miami.edu [\(Not you?\)](#)

Password

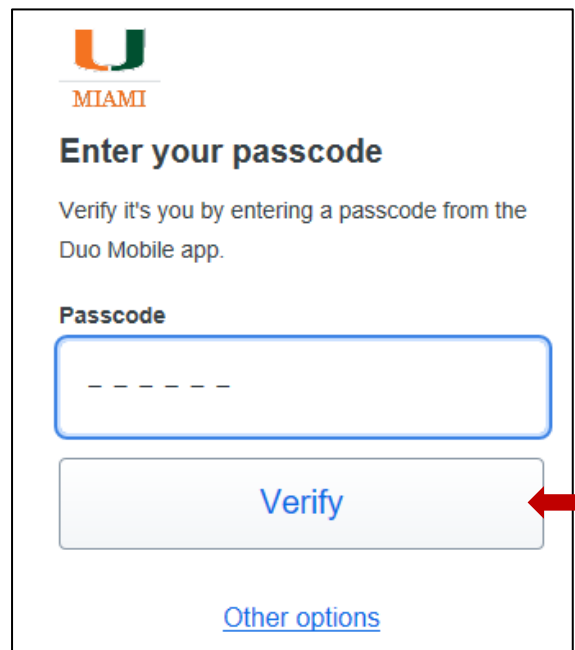
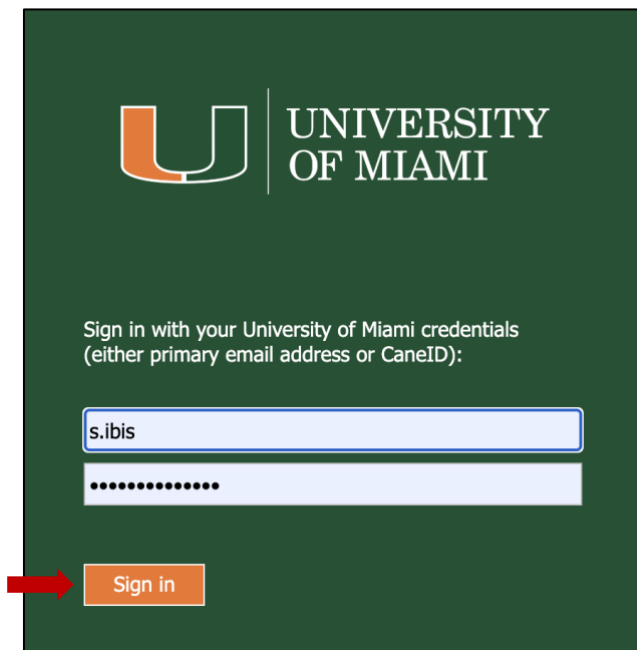
[Go back](#)

Confirm your account information (CaneID) is correct and click **Next**.



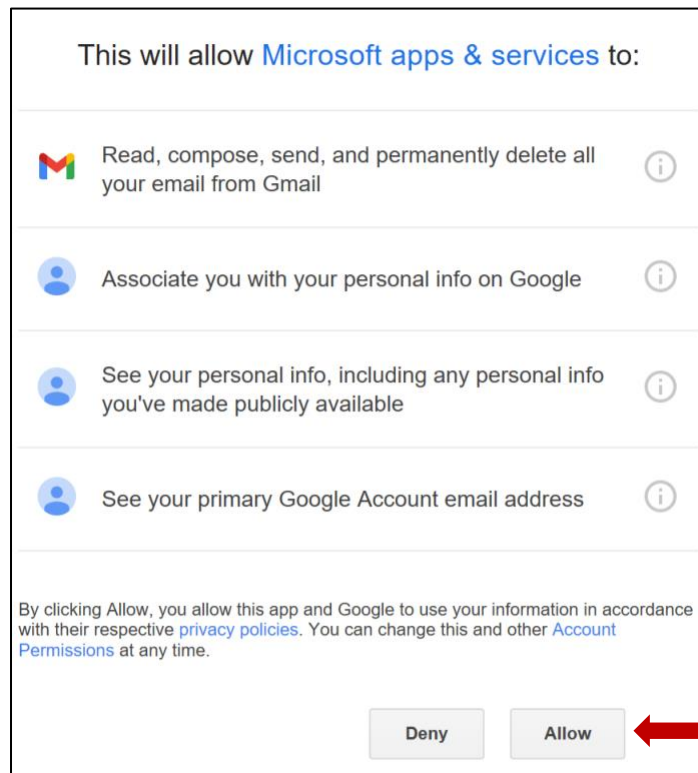
Enter your **University of Miami CaneID** and **password**, and then click **Sign in**.

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

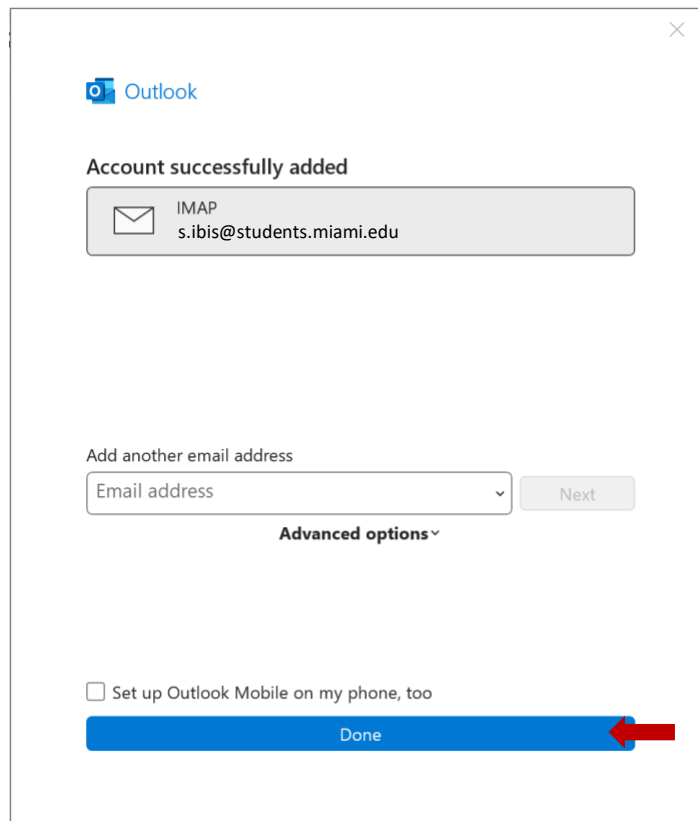


Click **Allow** to authorize the configuration.

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

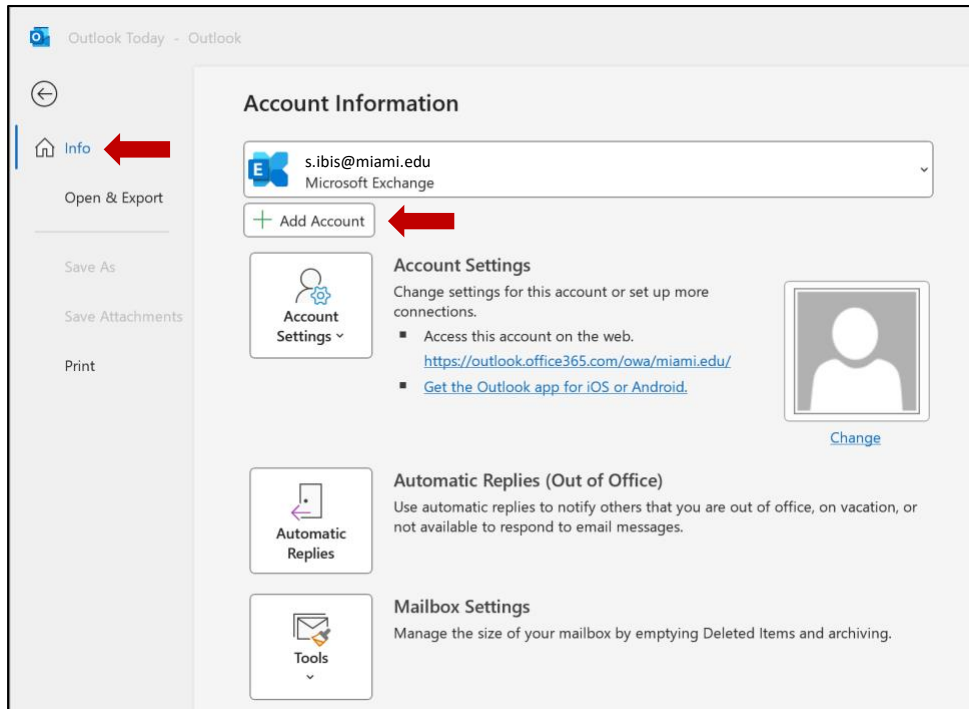


Once the account is added successfully, click **Done** to be taken to your inbox.

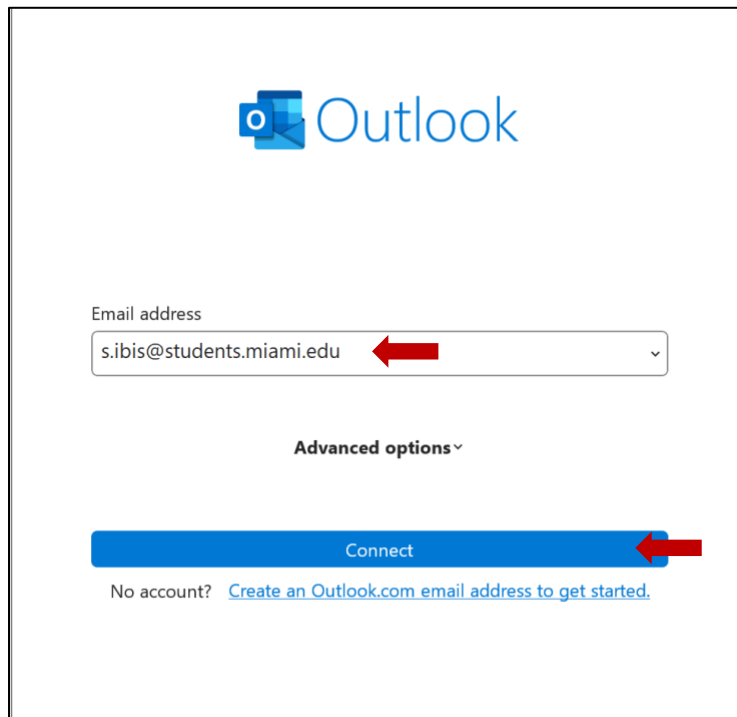


How To Configure Your University Gmail Account as a Secondary Account in Outlook for Windows

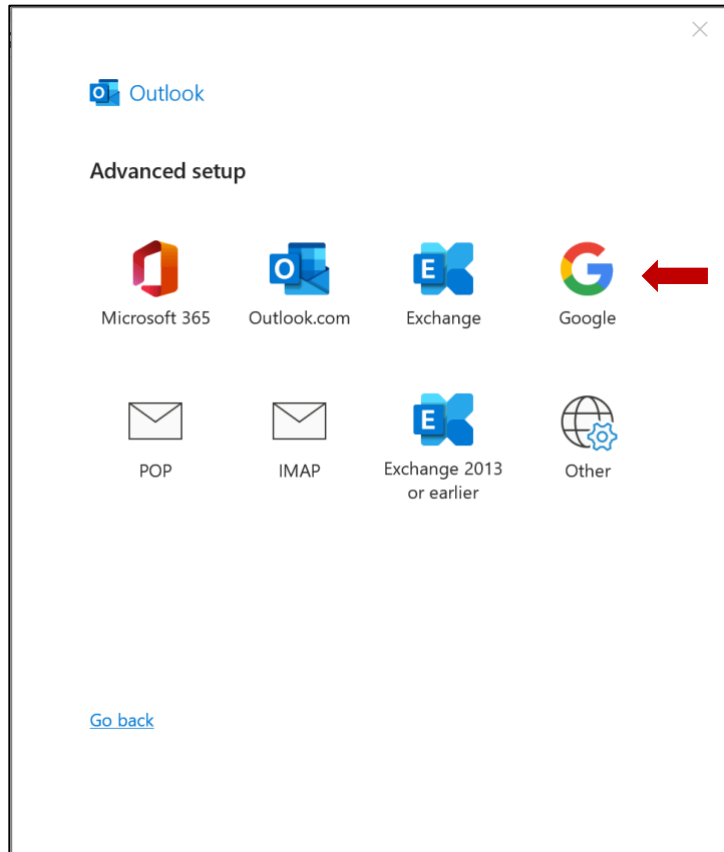
In **Outlook**, go to **File > Info** then select **Add Account**.



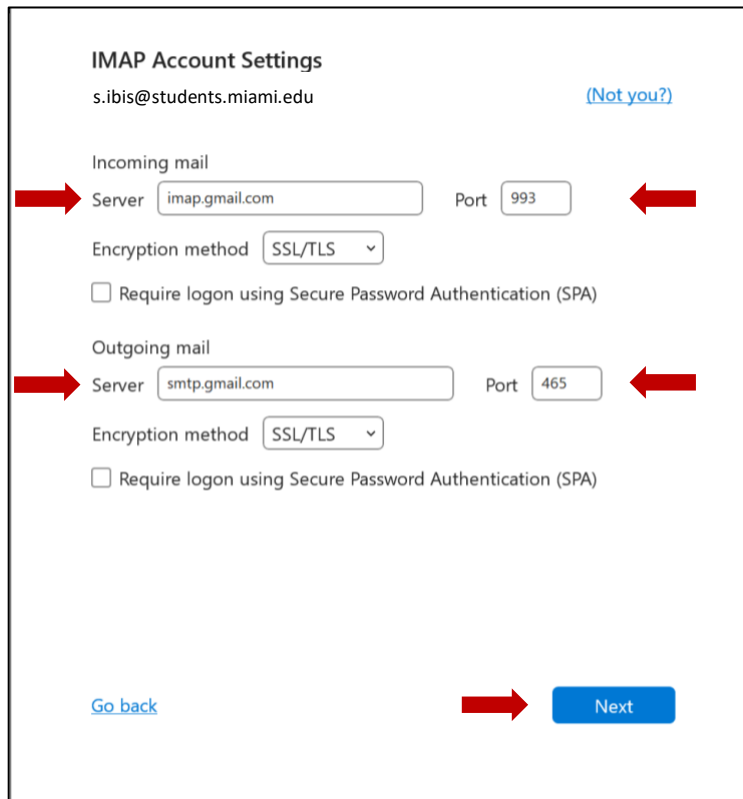
When prompted enter in your Gmail-specific email: **CaneID@students.miami.edu**.



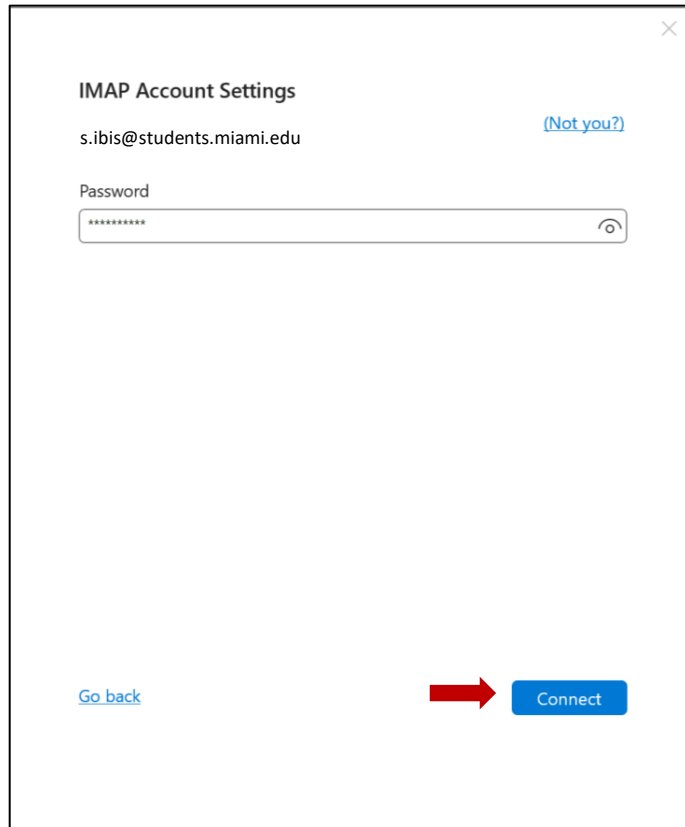
Select **Google** as the account type.



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




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



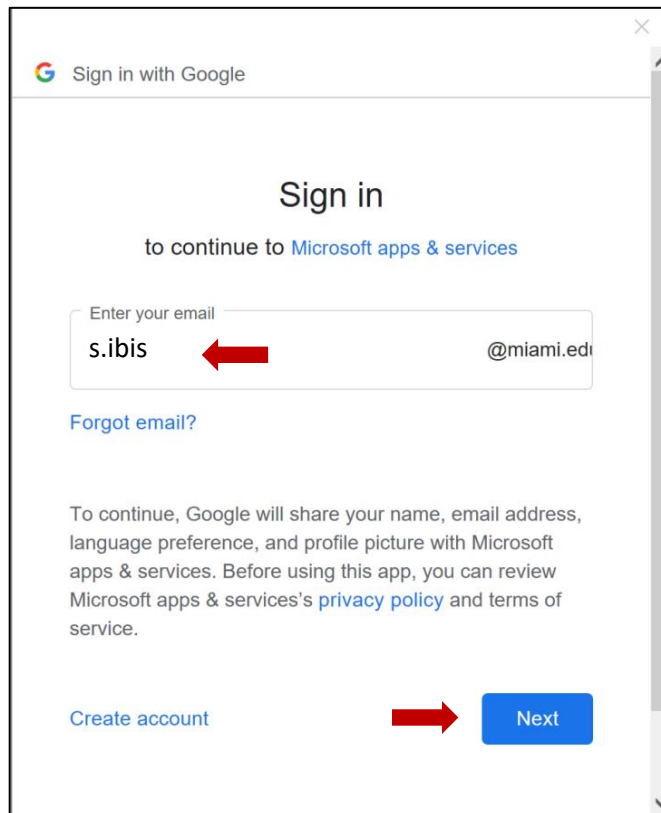
IMAP Account Settings

s.ibis@students.miami.edu [\(Not you?\)](#)

Password

[Go back](#)  [Connect](#)

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




Sign in with Google

Sign in


to continue to [Microsoft apps & services](#)

Enter your email

s.ibis  @miami.edu

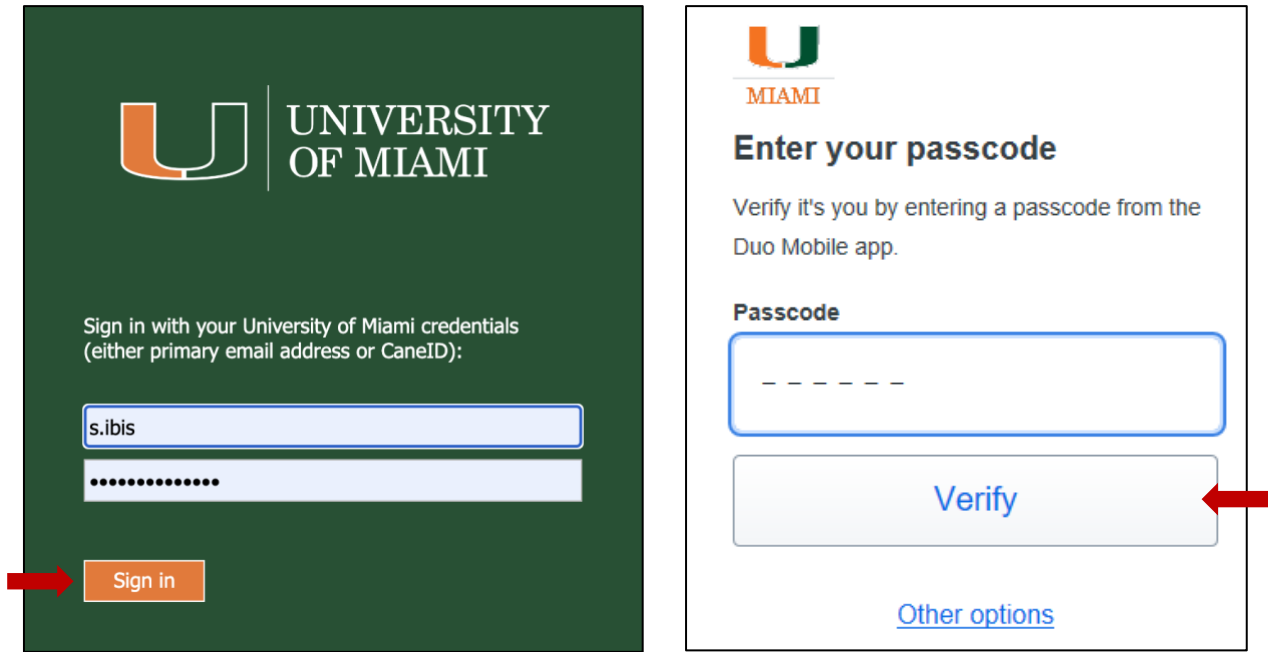
[Forgot email?](#)

To continue, Google will share your name, email address, language preference, and profile picture with Microsoft apps & services. Before using this app, you can review Microsoft apps & services's [privacy policy](#) and terms of service.

[Create account](#)  [Next](#)

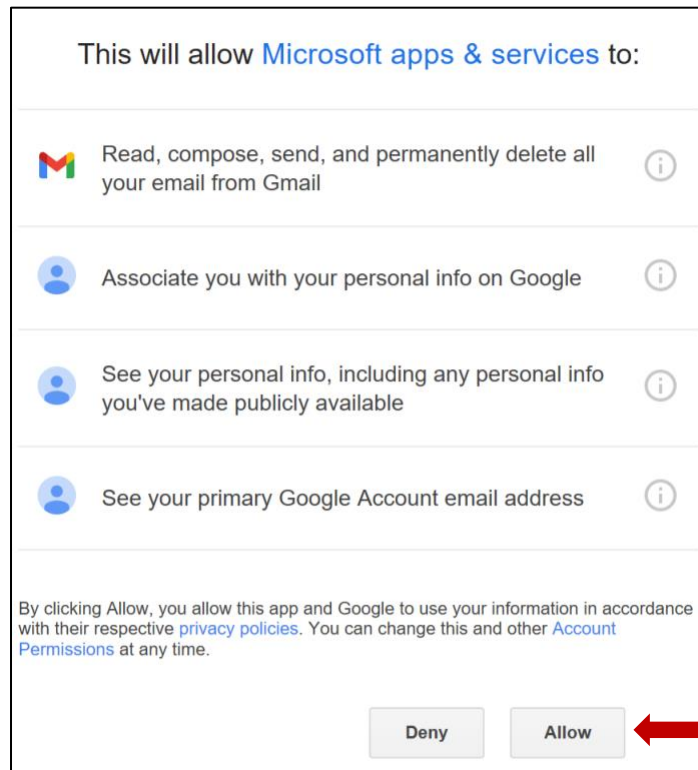
Enter your **University of Miami CaneID** and password, and then click **Sign in**.

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

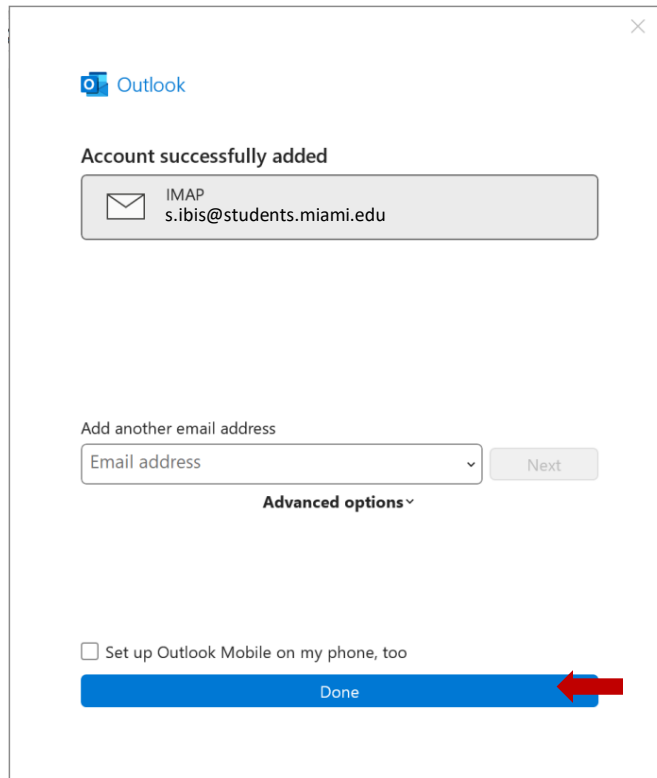


Click **Allow** to authorize the configuration.

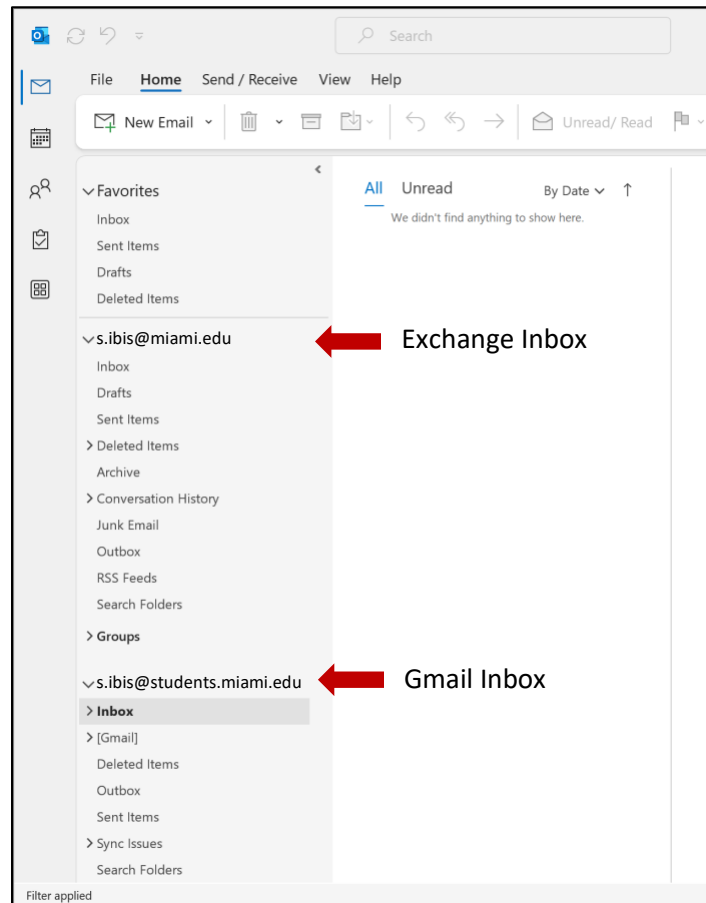
After this step you may be prompted to sign in a second time. Complete the steps again to proceed.



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



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



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STUDENT TECHNOLOGY HELP DESK

Phone: 305-284-8887

Email: sthd@miami.edu

Web: sthd.it.miami.edu

1300 Memorial Drive, Rm 325

Coral Gables, FL 33146

