

# Configure Brown Email in Outlook

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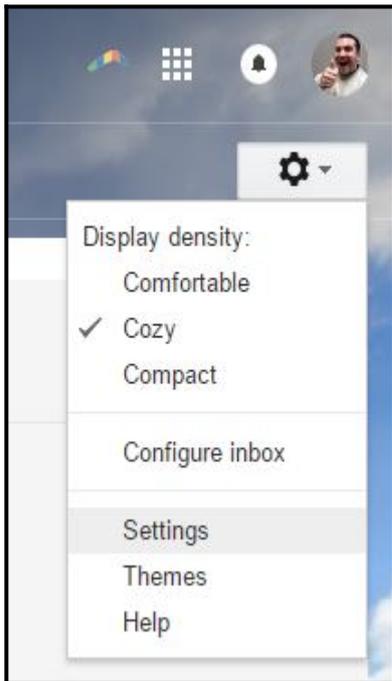
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## Prerequisites - Change Google Settings

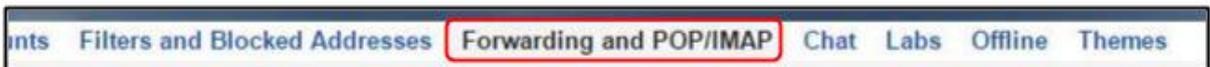
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Depending on your needs, you can enable IMAP or POP syncing. The main difference being that IMAP reflects content within Gmail.com while POP downloads the email into your Outlook client. We offer both sets of instructions below.

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1. Log into **Gmail.com** using your Brown email address and password.
  2. Once you have signed in go to your **Gmail Settings** by clicking on the **Gear/Cog** in the top, right-hand corner.



3. Click on the **Forwarding and POP/IMAP** tab.



**Using POP**

**Enable POP** settings, if they are not done so already. There are two settings that you can enable. One setting will start downloading your mail into Outlook from the day you enabled this setting. The other setting will enable full download of all email in your Gmail account. If you choose this option, it may take several days to import all your Gmail due to Google's Gmail restrictions.

POP Download: [Learn more](#)

This will download all your email.

1. Status: POP is enabled for all mail that has arrived since Apr 15

- Enable POP for all mail (even mail that's already been downloaded)
- Enable POP for mail that arrives from now on
- Disable POP

Email will be downloaded from the time you enable it

2. When messages are accessed with POP: keep Brown University Mail's copy in the Inbox

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)  
[Configuration instructions](#)

### Using IMAP

Just choose **Enable IMAP** in the IMAP Access section to enable it. You can leave all other settings default.

IMAP Access:  
(access Brown University Mail from other clients using IMAP)  
[Learn more](#)

**Status: IMAP is enabled**  
 Enable IMAP  
 Disable IMAP

**When I mark a message in IMAP as deleted:**  
 Auto-Expunge on - Immediately update the server. (default)  
 Auto-Expunge off - Wait for the client to update the server.

**When a message is marked as deleted and expunged from the last visible IMAP folder:**  
 Archive the message (default)  
 Move the message to the Trash  
 Immediately delete the message forever

**Folder Size Limits**  
 Do not limit the number of messages in an IMAP folder (default)  
 Limit IMAP folders to contain no more than this many messages

**Configure your email client** (e.g. Outlook, Thunderbird, iPhone)  
[Configuration instructions](#)

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### Save Changes

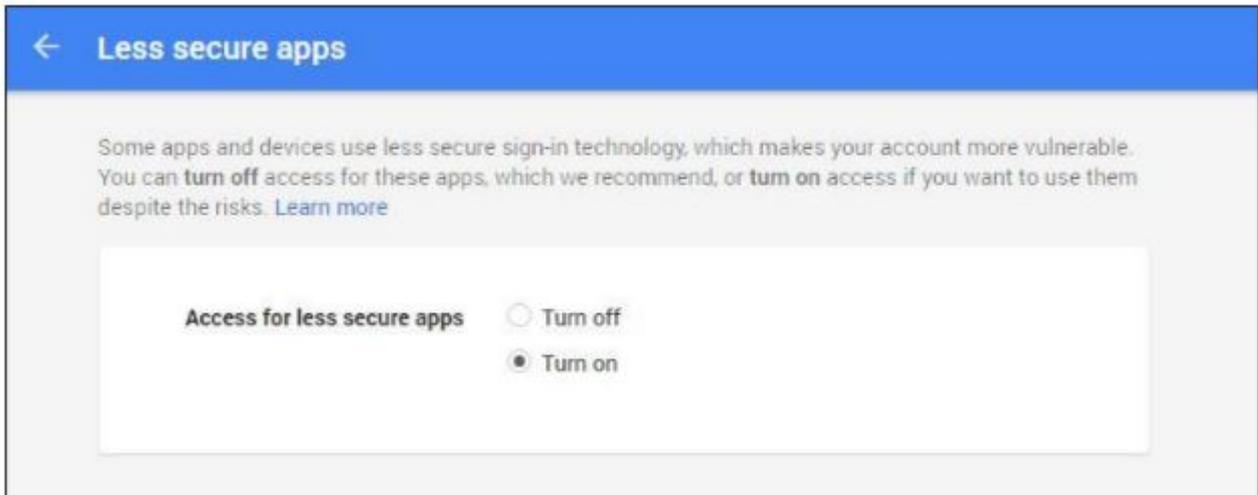
Once you've made your changes, remember to save your changes for it to take affect.

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### Enable Less Secure Apps

While logged into your Brown Google account, visit the link below and **Turn On Less Secure Apps**.

<http://www.google.com/settings/security/lesssecureapps>



Once this change is made, we are now ready to setup your account in Outlook.

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## Setting up Outlook

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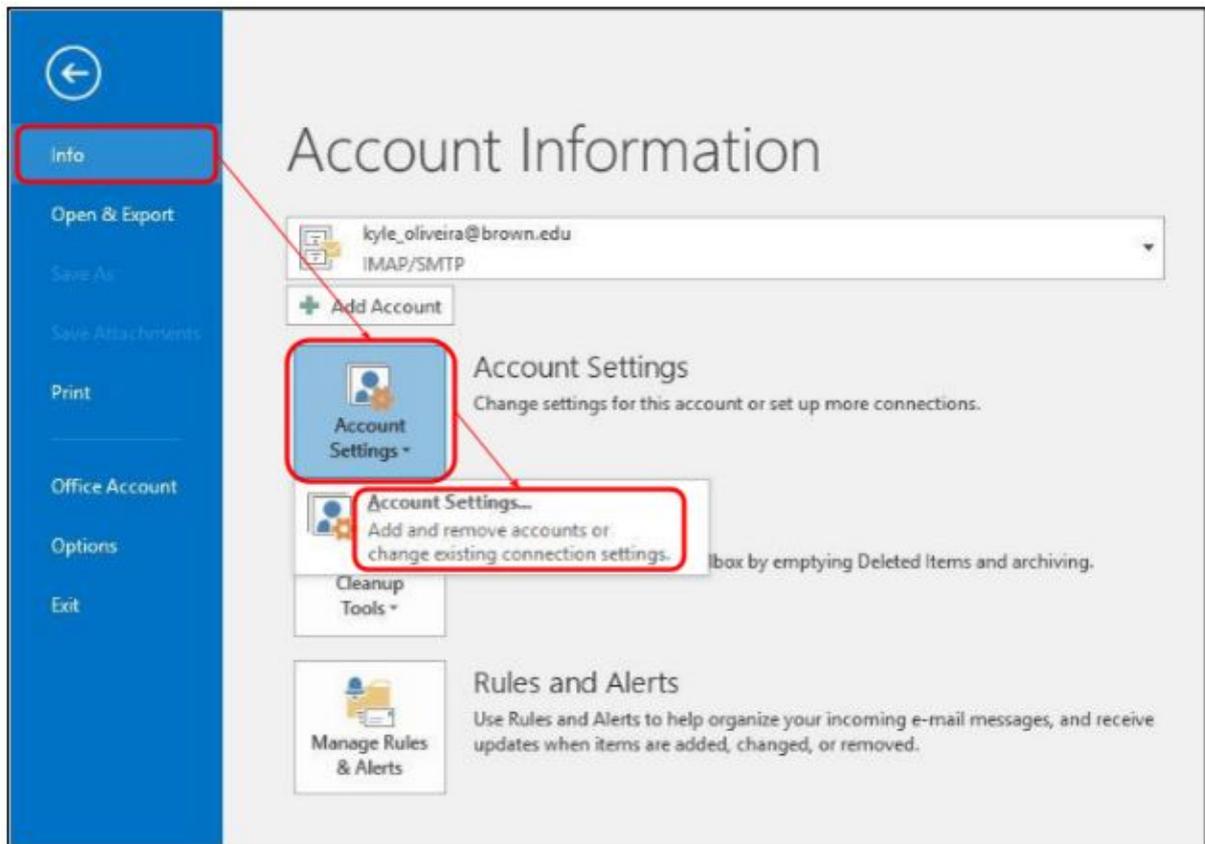
The steps below will display the process for adding the account. The screens will be displayed automatically if you are using Outlook for the first time. If you are adding your Brown Gmail account as an additional account, follow the steps below to start:

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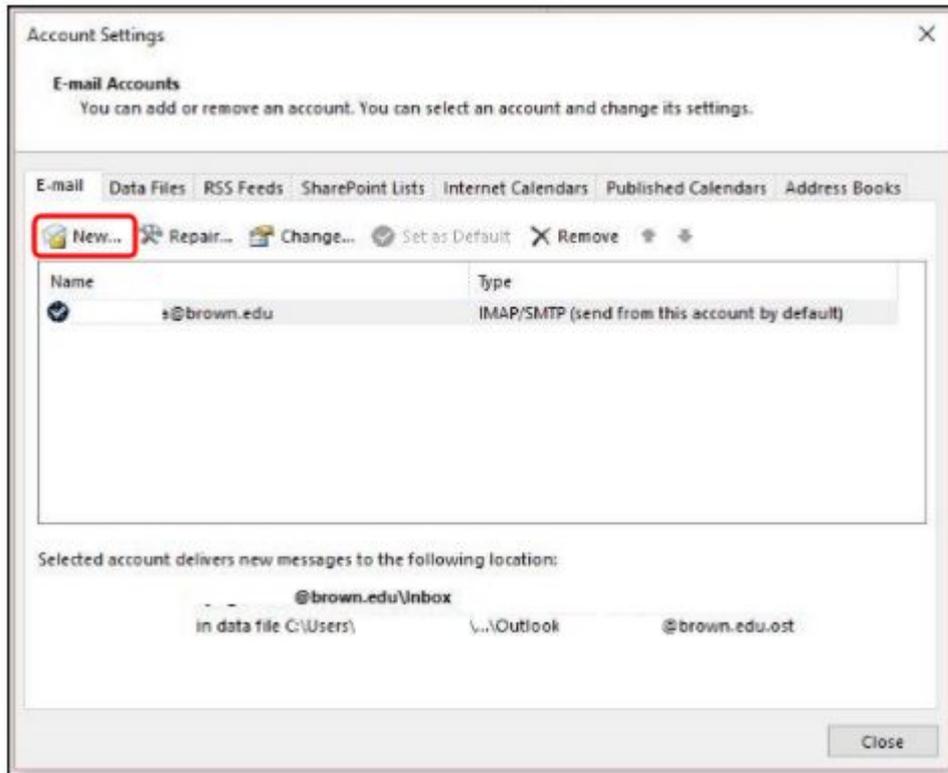
1. Click **File** on the top, left-hand corner.



2. Click on **Accounts Settings**, then **Account Settings** again.



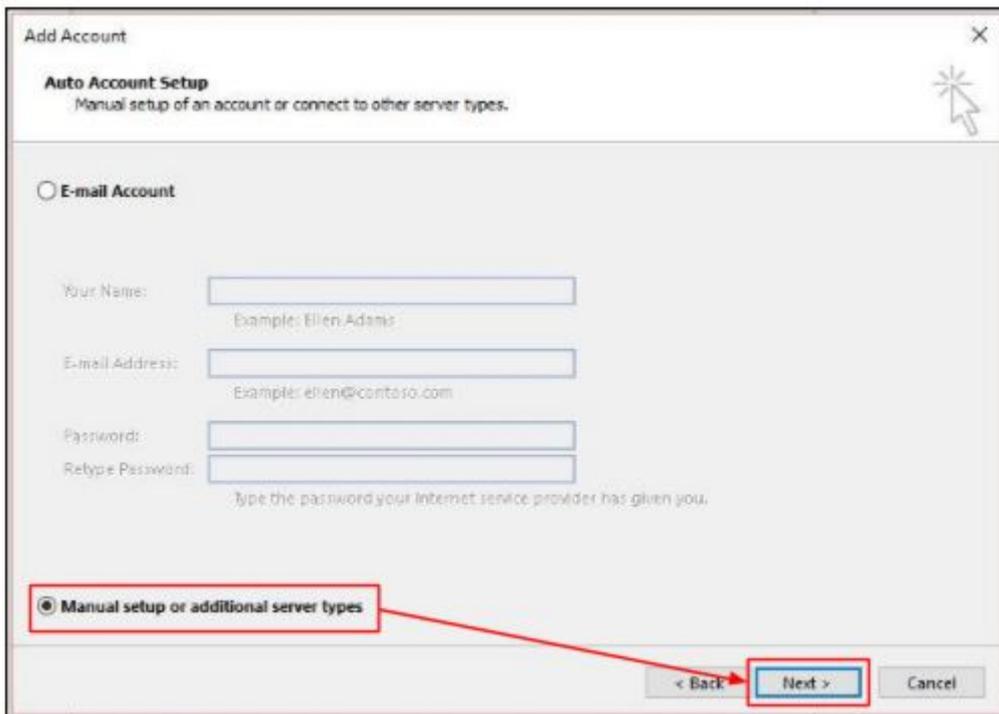
3. Click on **New...** to start adding the account.



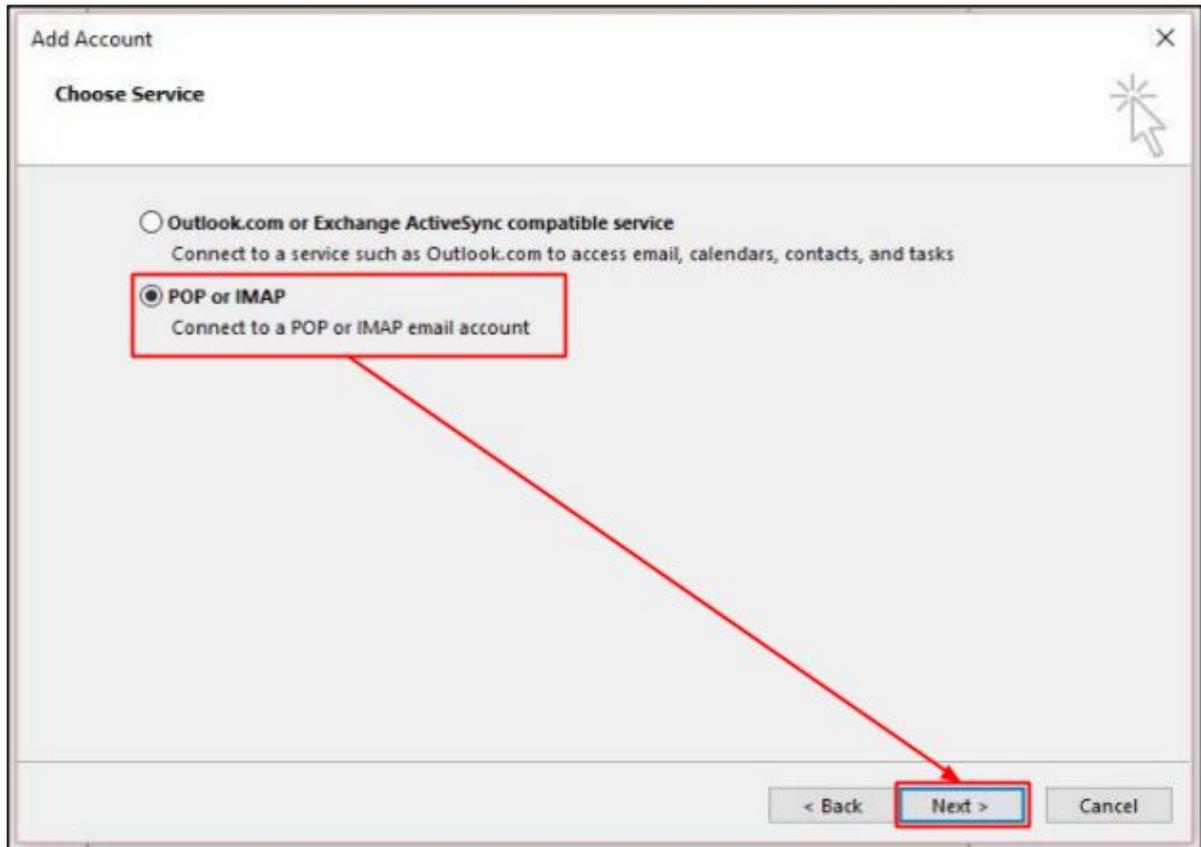
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### Adding Account

1. Choose the **Manual setup or additional server types** option and click **Next**.



2. Choose the **POP or IMAP** and then click Next.



Use either the IMAP or POP settings outlined below. There's no need to setup both IMAP and POP. If you didn't enable the right protocol, these steps will not work. Review your Google settings as illustrated at the beginning of this article.

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### Setting up for POP

1. Match the settings in this configuration window to match the settings displayed in the picture below. This is for POP only.

The screenshot shows the 'Add Account' dialog box in Outlook, specifically the 'POP and IMAP Account Settings' section. The dialog is titled 'Add Account' and has a close button (X) in the top right corner. Below the title bar, there is a sub-header 'POP and IMAP Account Settings' and a prompt: 'Enter the mail server settings for your account.' The dialog is divided into several sections: 'User Information' with fields for 'Your Name' (containing 'First Last') and 'Email Address' (containing 'First\_Last@brown.edu'); 'Server Information' with a dropdown for 'Account Type' (set to 'POP3'), and text boxes for 'Incoming mail server' (containing 'pop.gmail.com') and 'Outgoing mail server (SMTP)' (containing 'smtp.gmail.com'); 'Logon Information' with fields for 'User Name' (containing 'First\_Last@brown.edu') and 'Password' (containing masked characters), and a checked checkbox for 'Remember password'. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'. On the right side, there is a 'Test Account Settings' section with a message: 'We recommend that you test your account to ensure that the entries are correct.' Below this is a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'. The 'Deliver new messages to:' section has two radio buttons: 'New Outlook Data File' (selected) and 'Existing Outlook Data File' (unselected), with a 'Browse' button next to the latter. At the bottom right of the main settings area is a 'More Settings ...' button. At the very bottom of the dialog are three buttons: '< Back', 'Next >' (highlighted with a blue border), and 'Cancel'.

**Setting up for IMAP**

1. Match the settings in this configuration window to match the settings displayed in the picture below. This is for IMAP only.

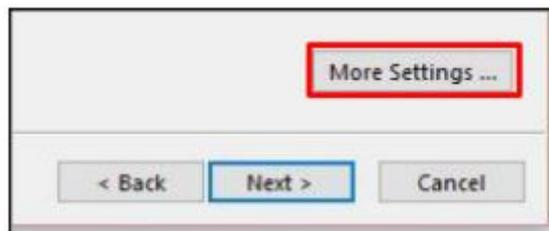
The screenshot shows a dialog box titled "Add Account" with a close button (X) in the top right corner. Below the title is the section "POP and IMAP Account Settings" with the instruction "Enter the mail server settings for your account." The dialog is divided into several sections:

- User Information:** "Your Name:" (text box: First Last), "Email Address:" (text box: First\_Last@brown.edu)
- Server Information:** "Account Type:" (dropdown: IMAP), "Incoming mail server:" (text box: imap.gmail.com), "Outgoing mail server (SMTP):" (text box: smtp.gmail.com)
- Logon Information:** "User Name:" (text box: First\_Last@brown.edu), "Password:" (text box: masked with asterisks), and a checked checkbox "Remember password".
- Test Account Settings:** A "Test Account Settings ..." button, a checked checkbox "Automatically test account settings when Next is clicked", and a "Mail to keep offline:" slider set to "All".
- Other:** A "Require logon using Secure Password Authentication (SPA)" checkbox (unchecked) and a "More Settings ..." button.

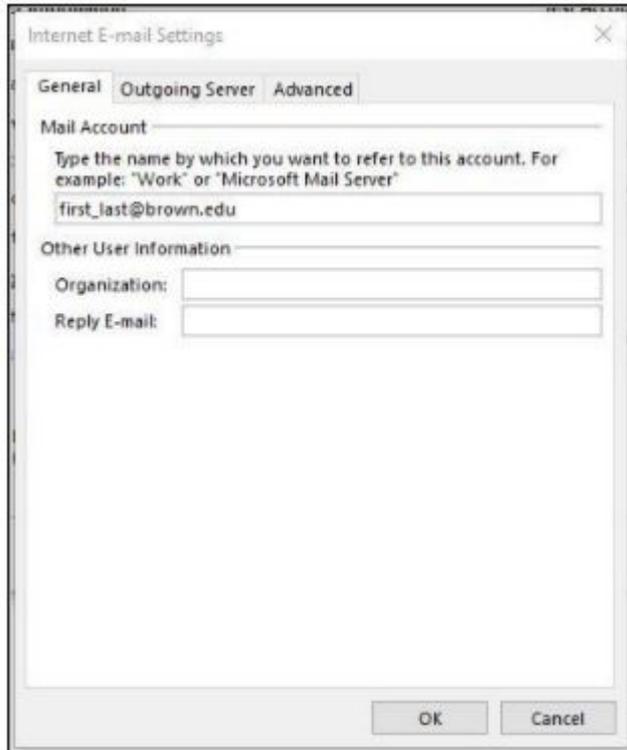
At the bottom of the dialog are three buttons: "< Back", "Next >" (highlighted with a blue border), and "Cancel".

**More Settings**

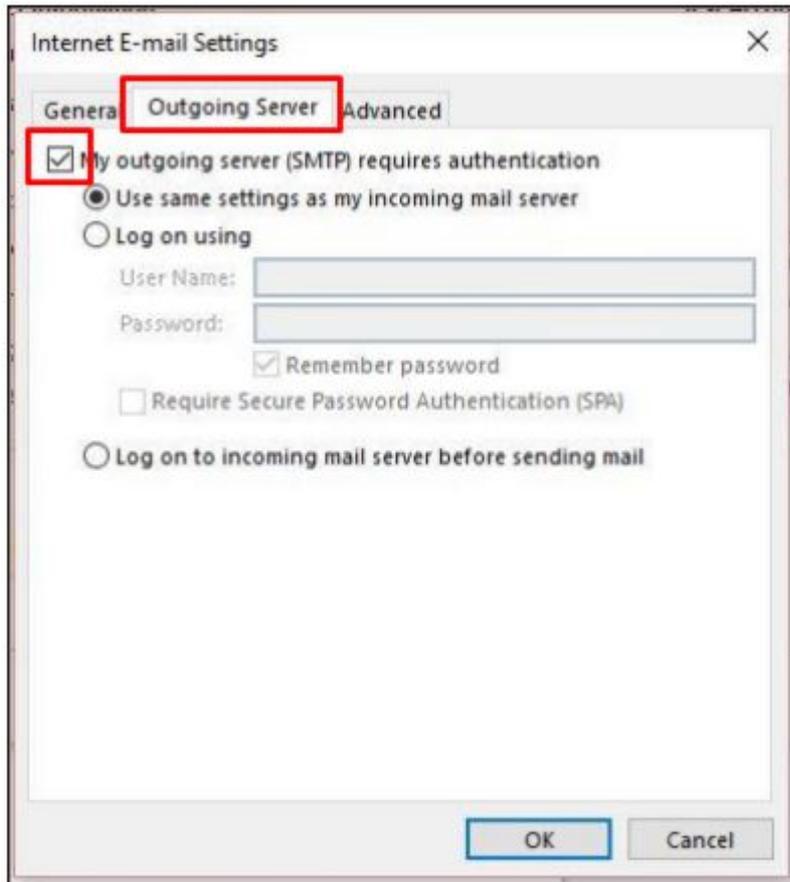
Once you have chosen the POP or IMAP settings and have configured it properly to match the settings outlined above, click on **More Settings...**



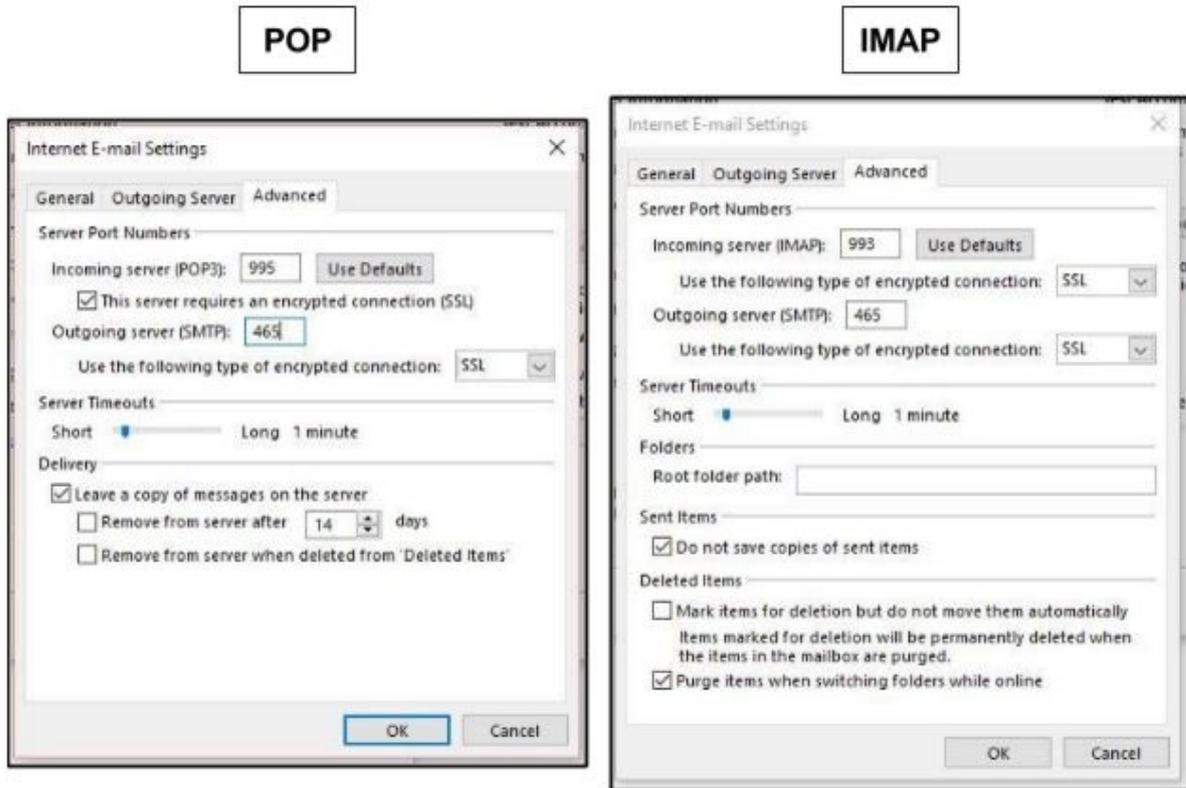
1. Clicking on **More Settings...** will display a new window.



2. Click on the **Outgoing Server** tab and make sure **My outgoing server (SMTP) requires authentication** has been checked off.

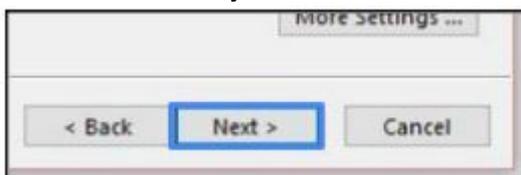


3. Click on the **Advanced** tab and modify the setting to match the settings below. POP and IMAP will be displayed differently.

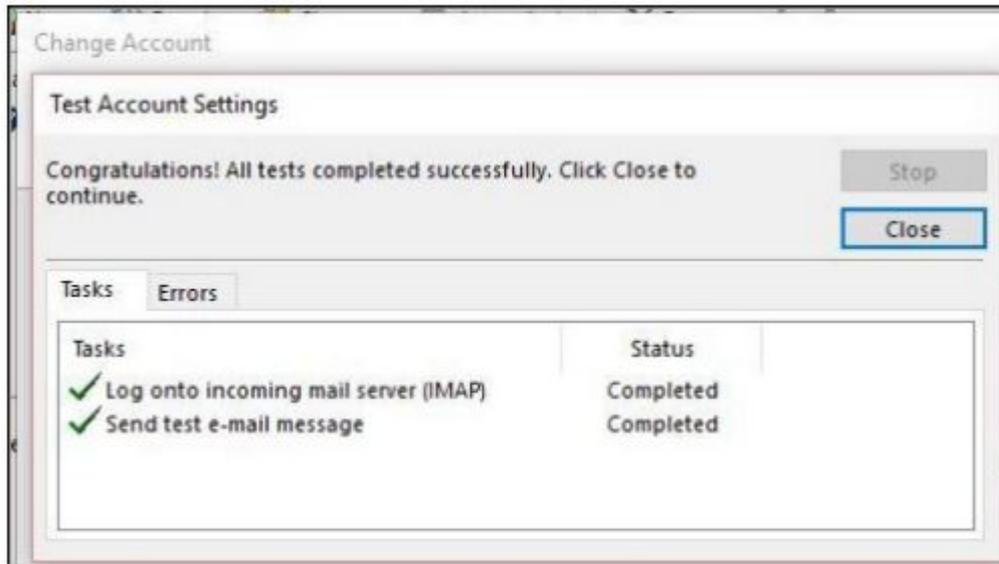


Once you matched the settings, click OK

4. Click **Next** when you have returned to the previous window.

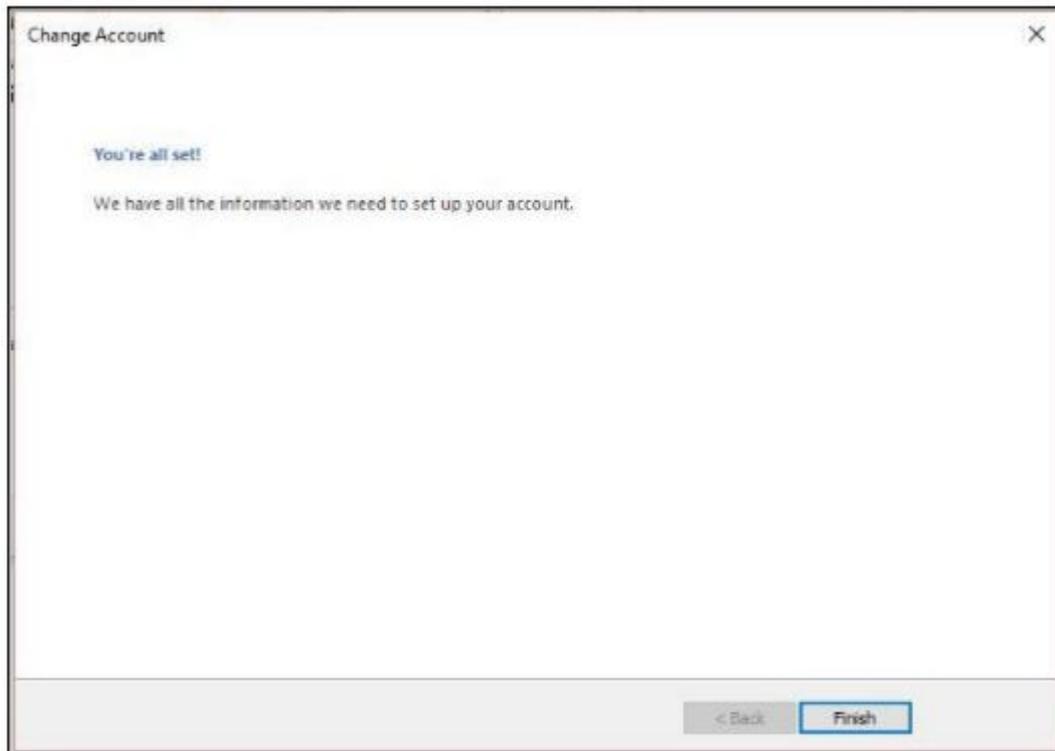


5. A window will appear testing the settings. Click **Close** once you recived **Completed** statuses.



\*\*\* IF you receive any errors, please review the settings again.

6. Once you have successfully added the account, click **Finish**. Your Gmail should start syncing.



Depending on which option you chose, it may take some time for all things to sync. If you have any issues, please

review the settings displayed in the KB article or contact the help desk for assistance.

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### **Google Two-Step Enabled Accounts**

If you are using the Google Two-Step authentication method, you will not be able to use the steps above with your password. You will have to create an app-specific password for this to work.

Refer to this [Google Help Article](#) and review the steps outlined in the **How to generate an App password** section.