



# BROWN CIS IT Service Center

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## Configure Brown Email in Outlook

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Prerequisite - Changing Gmail Settings

There are several Gmail settings that need to be setup before adding your account in Outlook

### **Enabling IMAP**

1. Go to [Gmail.com](https://www.gmail.com) and sign in using your **Brown email address and password**
2. Once you've signed in, go to your **Gmail Settings**. You would get there by clicking on the **Gear/Cog** in the top, right-hand corner.
3. Click on the **Forwarding and POP/IMAP tab**.
4. **Enable IMAP** by choosing the **Enable IMAP** option in the IMAP Access section. Click **Save Changes** at the bottom of the Settings screen.

### **Enable Less Secure Apps**

While logged into your Brown Google account, [Turn On Less Secure Apps](#).

### **Google Two-Step**

If you use Google Two-Step with your account, you will need to generate an **app**

**password** for Outlook. Refer to this [Google Support article](#).

Setting Up Outlook

### **Adding The Account**

These next few steps will apply to those who already use Outlook. Proceed to the next section if using Outlook for the first time

1. Click on **File** at the top, left-hand corner of Outlook.
2. Click on **Account Settings**, then **Account Settings** again.
3. Click on **New...**

### **Set Up IMAP**

1. Choose the **Manual setup or additional server types** option and click Next.
2. Choose the **POP or IMAP** options and click Next.
3. Match the settings as follows:

Your Name: Your name

Email Address: Your Brown email address

Account Type: IMAP

Incoming mail server: imap.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

User Name: Your Brown email address

Password: Your Brown email address password

Remember password:  Checked

### **More Settings**

1. Click on **More Settings...** ; a new window will appear
2. Click on the **Outgoing Server** tab and make sure **My outgoing server (SMTP) requires authentication** has been checked and the **Use same settings as my incoming mail server** is selected
3. Click on the **Advanced** tab and set the following settings:
  - Incoming server (IMAP): 993
  - Use the following type of encrypted connection: SSL
  - Outgoing server (SMTP): 465
  - Use the following type of encrypted connection: SSL
4. Click **OK**.
5. Click **Next** when you've returned to the previous window.

A new window will appear testing the connection. Click **Close** once you get a Complete statuses

If you receive errors, please review the settings again.

See Google Help Article: <https://support.google.com/mail/answer/7126229?hl=en>

Tags

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#### Attachments

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- [Configure Brown Email in Outlook-old.pdf \[659.22 KB\]](#)
- [configure-brown-email-in-outlook.html \[6.96 KB\]](#)

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