**SLU Google Account**

**Using Outlook (IMAP account) to view your SLU Google account**

### Step by Step

#### Logging into SLU Google:

1. Go to [www.google.com/a/slu.edu](http://www.google.com/a/slu.edu)
2. Log-in with your SLU Net ID and SLU Google email account password
3. Click on “Setting” link on the top right corner of your screen
4. Click on the “Forwarding and POP/IMAP” Tab.
5. Select “Enable IMAP”

#### Configuring Outlook:

6. Open Outlook.
7. Click the Tools menu, and select E-mail Accounts...
8. Click Add a new e-mail account, and click Next.
9. Select IMAP as your server type by clicking the radio button, and click Next.
10. Fill in all necessary fields to include the following information:
   - **User Information**
     - i. Your Name: Enter your name as you would like it to appear in the From: field of outgoing messages.
     - ii. Email Address: Enter your full SLU email address (username@slu.edu)
   - **Server Information**
     - i. Incoming mail server (IMAP): imap.gmail.com
     - ii. Outgoing mail server (SMTP): smtp.gmail.com
   - **Login Information**
     - i. User Name: Enter your SLU username (including @slu.edu)
     - ii. Password: Enter your SLU Google email account password
11. Click More Settings... and then click the Outgoing Server tab.
12. Check the box next to My outgoing server (SMTP) requires authentication and select Use same settings as my incoming mail server.
13. Click the Advanced tab, and check the box next to This server requires an encrypted connection (SSL) under Incoming Server (IMAP).
14. Check the box next to This server requires an encrypted connection (SSL) under Outgoing Server (SMTP), and enter 465 in the Outgoing server (SMTP) box.
15. Click OK.
16. Click Test Account Settings... After receiving Congratulations! All tests completed successfully, click Close.
17. Click Next, and then click Finish.

### Screens

- **SLU Google email account Mail Settings**
- **Email accounts information**
- **Internet E-mail Settings**

If you are experiencing problems, please contact the ITS Customer Service Center Helpdesk at 314-977-4000 or helpdesk@slu.edu.