How to Configure Outlook for Villanova Gmail Use

*It is important to note that these instructions must be followed even if you had Villanova email configured on Outlook using imap.villanova.edu.*

*Before you configure the Outlook client, be sure to enable IMAP via webmail.villanova.edu*

*Click the link to utilize Villanova Gmail on mobile devices or MS Outlook 2007*
Choose Enabled -> Enter in Your Current Email Password

Click “Update Mobile/Client Villanova Gmail Setting

CONFIGURING OUTLOOK:

Step 1: Launch Outlook

Step 2: Proceed to Tools -> Account Settings
Step 3: Email Tab -> New

Step 4: Microsoft Exchange, POP3, IMAP, or HTTP

Step 5: Manually Configure Server Settings
Step 6: Internet Email

Step 7: Complete the Form as displayed in image below

Step 8: Click on More Settings
Step 9: Click the Advanced tab

- Incoming server: 993, using SSL encryption
- Outgoing server: 587, using TLS encryption.

Step 10: Click the Outgoing Server tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected. The radio button 'Use same settings as my incoming mail server' should also be selected.

Step 11: Click OK > Next > Finish > Close > OK.