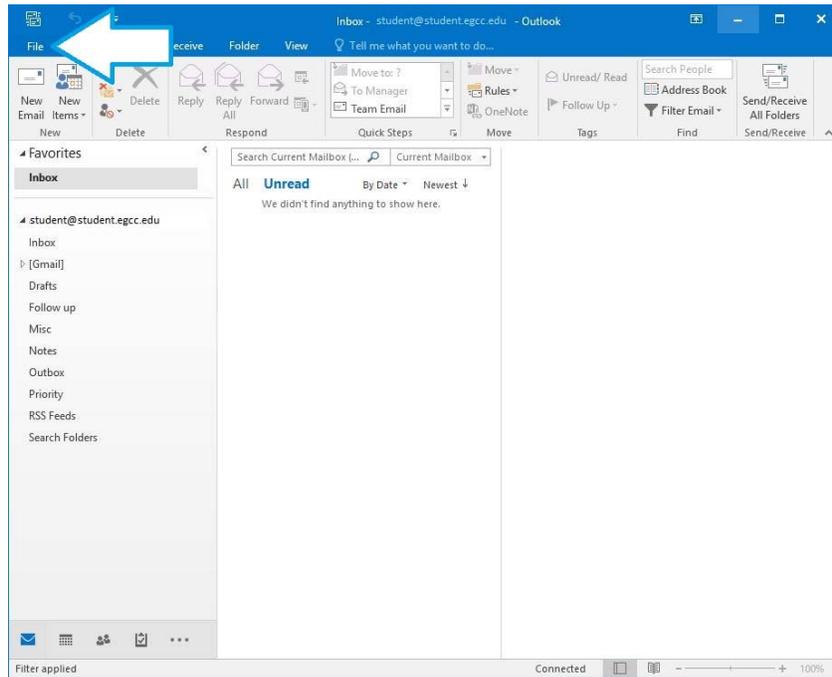
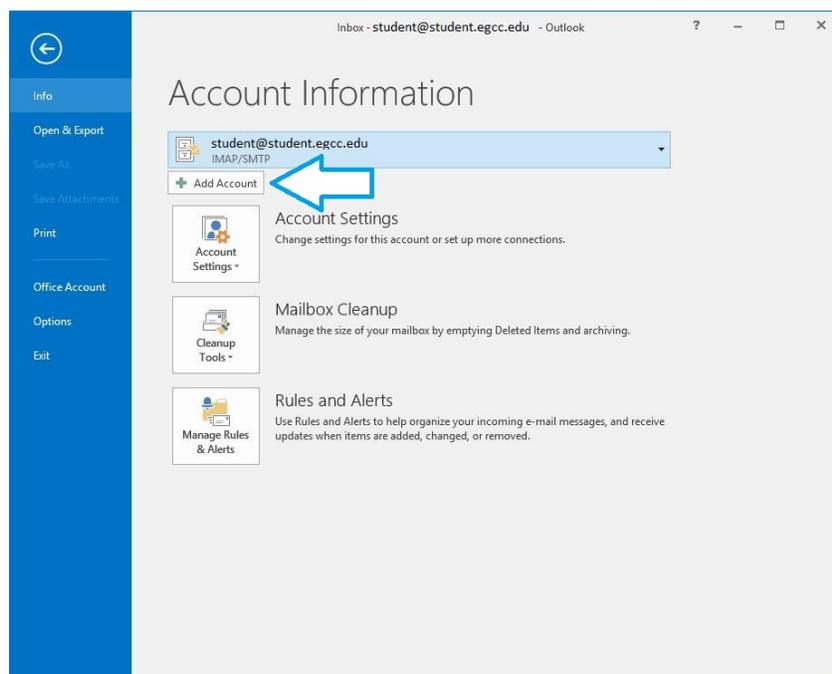


How to access your student email using Windows Mail

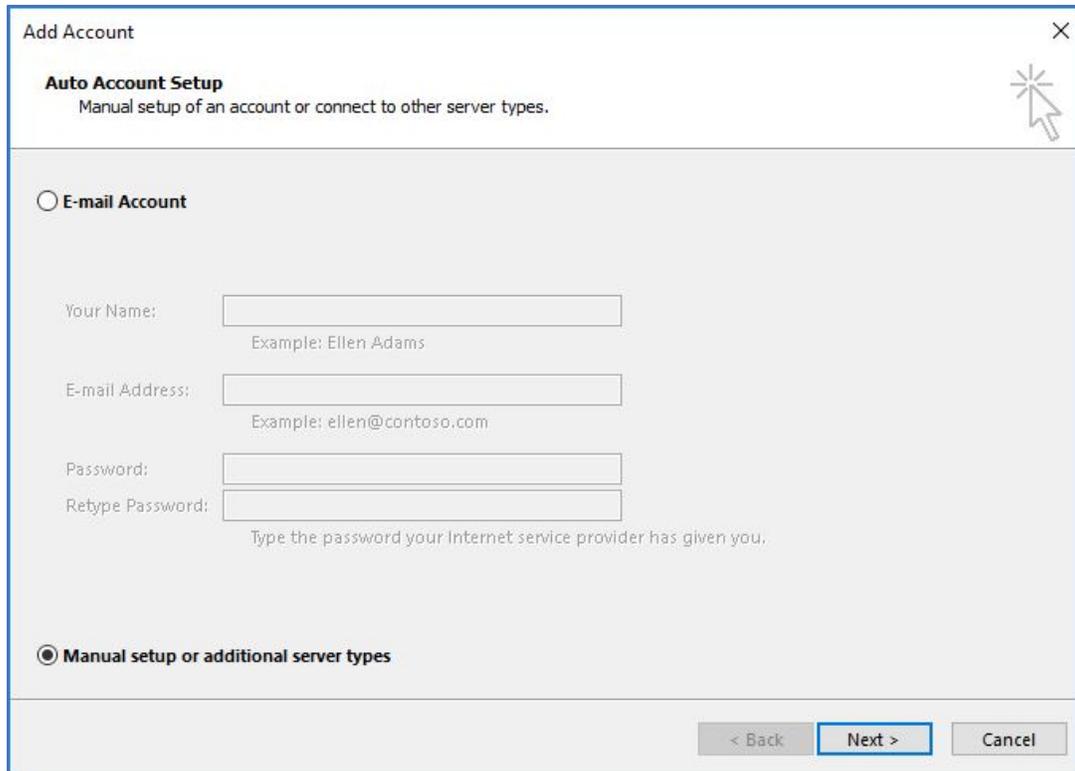
1. Open Outlook and click 'File' (If this is your first time adding an account you are adding to Outlook, you can skip to Step 3)



2. Select 'Add Account'

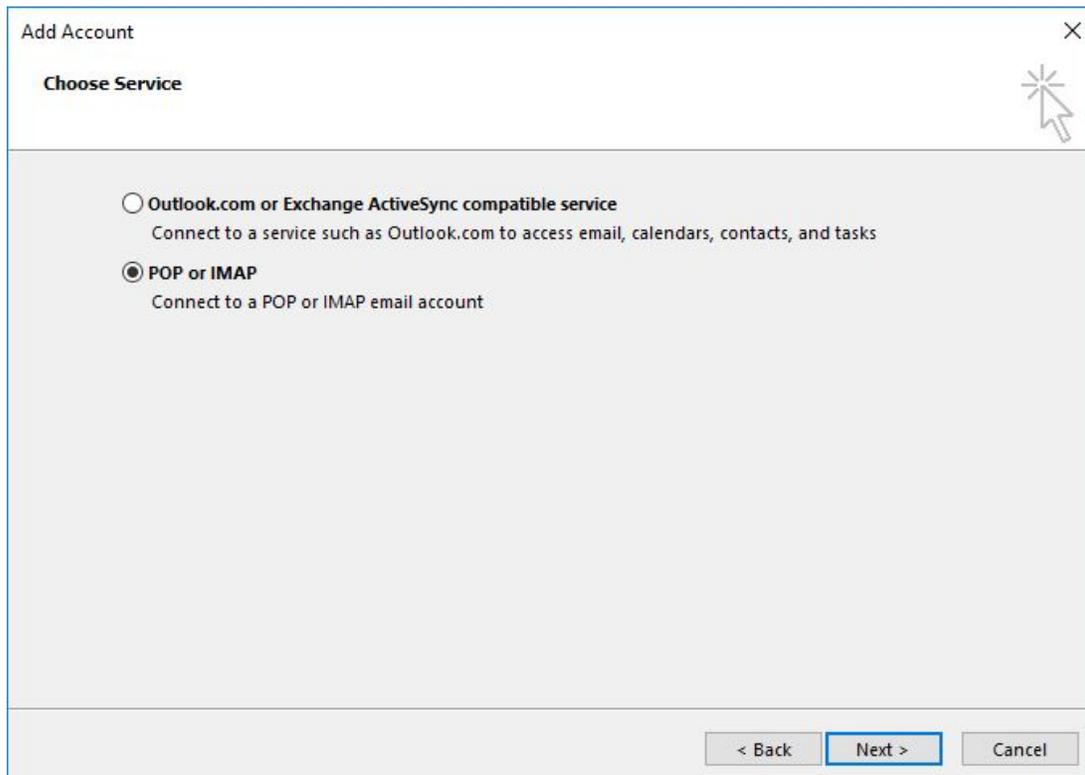


3. Click the 'Manual Setup' selection and then click 'Next'



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 "Auto Account Setup" with the subtitle "Manual setup of an account or connect to other server types." There are two radio button options: "E-mail Account" (unselected) and "Manual setup or additional server types" (selected). Under "E-mail Account", there are four input fields: "Your Name:" (with example "Ellen Adams"), "E-mail Address:" (with example "ellen@contoso.com"), "Password:", and "Retype Password:" (with instruction "Type the password your Internet service provider has given you."). At the bottom right, there are three buttons: "< Back", "Next >" (highlighted with a blue border), and "Cancel".

4. Select 'Pop or IMAP' and then click 'Next'



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 "Choose Service". There are two radio button options: "Outlook.com or Exchange ActiveSync compatible service" (unselected) with the subtitle "Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks", and "POP or IMAP" (selected) with the subtitle "Connect to a POP or IMAP email account". At the bottom right, there are three buttons: "< Back", "Next >" (highlighted with a blue border), and "Cancel".

5. Fill in the IMAP settings as shown below. Use your FULL Student Email address for the login. When you are finished, click 'More Settings'

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: Student
Email Address: student@student.egcc.edu

Server Information
Account Type: IMAP
Incoming mail server: imap.gmail.com
Outgoing mail server (SMTP): smtp.gmail.com

Logon Information
User Name: student@student.egcc.edu
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel

6. Under the 'Outgoing Server' tab of the settings page, make the selections shown below:

Internet E-mail Settings

General **Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: _____

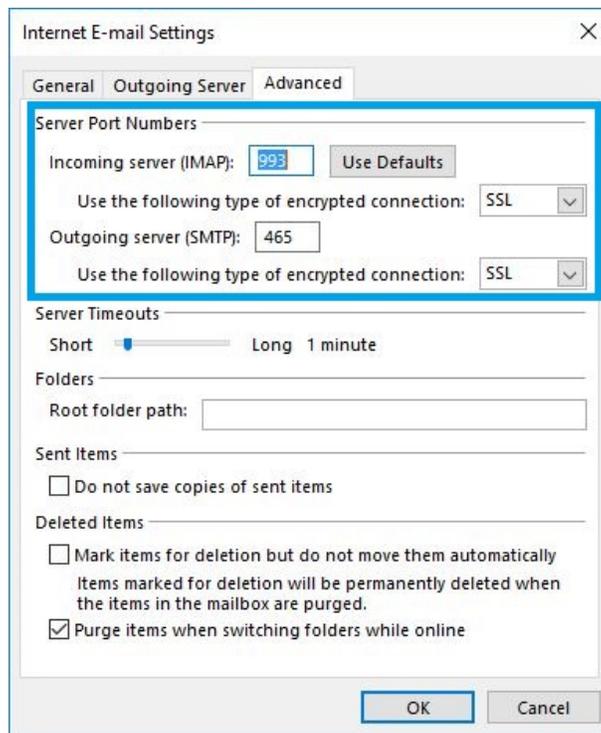
Password: _____

Remember password

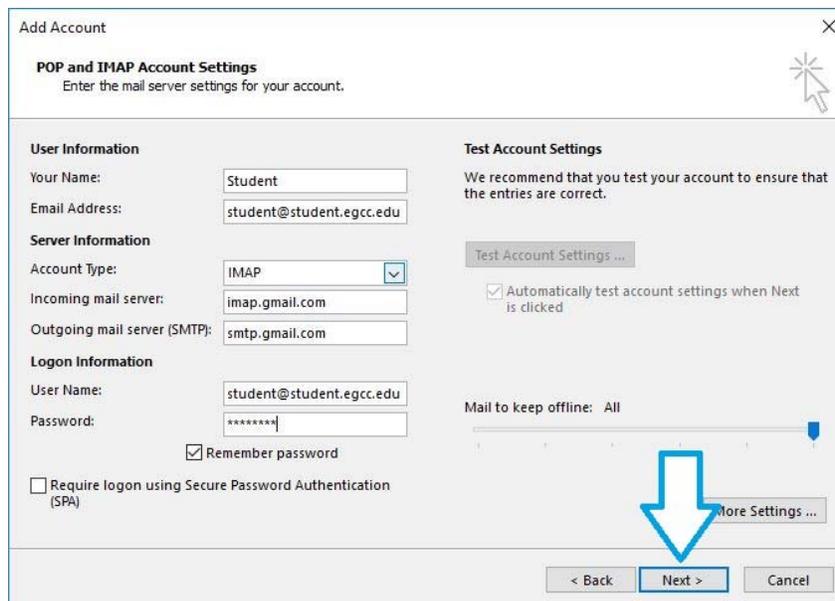
Require Secure Password Authentication (SPA)

OK Cancel

7. On the 'Advanced Server' tab of the settings page, change the settings under 'Server Port Numbers' (highlighted) to those shown below, selecting SSL from both drop-down boxes and then putting 993 and 465 in the correct boxes. Click 'OK' to close the settings page.



8. Click 'Next.' Outlook will then test the settings you've entered.



Final: If you receive an error message, you'll need to go back and check that the settings all match what is shown in the above pictures. If the test is successful, you'll see a final screen with the triumphant message, "You're all set!" and you can click 'Finish' to go to your inbox.