

## www.EGCC.edu

## 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)

		Inbox - student@st	udent.egcc.edu - Ou	itlook	•	- •	×
File ceive	Folder View						
New New New New New Delete New Delete	Reply Forward All Respond	Move to: ? To Manager Team Email Quick Steps	Mave *	<ul> <li>☐ Unread/ Read</li> <li>Image Follow Up +</li> <li>Tags</li> </ul>	Search People Address Book Filter Email * Find	Send/Receive All Folders Send/Receive	~
<ul> <li>Pavointes</li> <li>Inbox</li> <li>student@student.egcc.edu</li> <li>inbox</li> <li>[Gmail]</li> <li>Drafts</li> <li>Follow up</li> <li>Misc</li> <li>Notes</li> <li>Outbox</li> <li>Priority</li> <li>RSS Feeds</li> <li>Search Folders</li> </ul>	Search Current Ma	libox [ D] Current By Date * Ne d anything to show her	Mailbox ▼ west↓ a.				
Filter applied				Connected	III	+ 10	096

2. Select 'Add Account'



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

Add Account		×
Auto Account Setup Manual setup of an	account or connect to other server types.	ž
O E-mail Account		
Your Name:	Example: Ellen Adams	
E-mail Address: [	Example: ellen@contoso.com	
Password: Retype Password:		
	Type the password your Internet service provider has given you,	
Manual setup or ad	ditional server types	
	< Back	Next > Cancel

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

.dd Account	
Choose Service	光
Outlook.com or Exchange ActiveSync compatible service	
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks	
POP or IMAP	
Connect to a POP or IMAP email account	
< Back Ne	xt > 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'

dd Account		×
Enter the mail server setti	ngs for your account.	-
User Information		Test Account Settings
Your Name:	Student	We recommend that you test your account to ensure that
Email Address:	student@student.egcc.edu	the entries are correct.
Server Information		
Account Type:	IMAP	lest Account Settings
Incoming mail server:	imap.gmail.com	<ul> <li>Automatically test account settings when Next is clicked</li> </ul>
Outgoing mail server (SMTP):	smtp.gmail.com	
Logon Information		
User Name:	student@student.egcc.edu	
Password:	******	Mail to keep offline: All
R	emember password	a na na martina 👬
Require logon using Secur (SPA)	e Password Authentication	More Settings
(3ra)		<pre></pre>

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

temet L	-mail Settings	,
General	Outgoing Server	Advanced
My ou	utgoing server (SMT	P) requires authentication
O Us	se same settings as	my incoming mail server
OLO	g on using	
U	ser Name:	
Pa	assword:	
	Rem	ember password
Ē	Require Secure Pa	ssword Authentication (SPA)

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.

General	Outgoing Server	Advance	d		
Server Po	rt Numbers				
Incomir	ng server (IMAP):	993	Use Defau	Its	
lice	the following typ	e of encor	ted conne	tion: SSI	
Outrai		ACE	ice conne		
Outgoi	ng server (SWIP):	405			
Use	the following typ	e of encryp	oted conne	tion: SSL	~
Server Tir	neouts —				
Short	-	Long 1 m	inute		
Folders -					
Root fo	Ider path:				
Sent Item	IS				
Dor	not save copies of	sent items			
Deleted I	tems				
Mar	k items for deletio	n but do n	ot move th	em automat	tically
Iten the	ns marked for dele items in the mailb	tion will b ox are pur	e permaner ged.	tly deleted	when
Dur	je items when swi	tching fold	lers while o	nline	
Prury					

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

User Information		Test Account Settings
Your Name:	Student	We recommend that you test your account to ensure the
Email Address:	student@student.egcc.edu	the entries are conect.
Server Information		
Account Type:	IMAP 🗸	lest Account Settings
Incoming mail server:	imap.gmail.com	Automatically test account settings when Next is clicked
Outgoing mail server (SMTP):	smtp.gmail.com	
Logon Information		
User Name:	student@student.egcc.edu	
Password:	******	Mail to keep offline: All
R	emember password	a a succession of the
	re Decoverd Authentication	

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.