

Google Apps IMAP Email Setup

Step 1

User Information

Your Name: John Smith
E-mail Address: user@example.com

Server Information

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

Login Information

User Name: user@example.com
Password: *****
☒ Remember password

☒ Require login using Secure Password Authentication (SPA)

Make sure this is checked

Your name

Your email address

Make sure you select IMAP

These are your mail servers

Your email address

The password that we assigned for you.

Check both boxes

Step 2

Internet E-mail Settings

General Outgoing Server Connection Advanced

Incoming server: 993

Server Port Numbers

Incoming server (POP3): 993 [Use Defaults]

☒ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 587

Use the following type of encrypted connection: SSL

Server Timeouts

Short: Long: 1 minute

Delivery

☒ Leave a copy of messages on the server

☒ Remove from server after 7 days

☒ Remove from server when deleted from Deleted Items

Incoming server: 993

Outgoing Server Port 465 or 587

Security (Encryption type: SSL or TLS/STARTTLS)

These are optional with Gmail. You may leave them unchecked if you want to keep copies of your email in your account.

Google Manual Email Settings

Lauren Gardner



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