

# 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

**Emilie Sanchez**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name bar.

## **Google Manual Email Settings:**

*Google Apps: The Missing Manual* Nancy Conner, 2008-05-27 Among its many amazing applications Google now has web based alternatives to many of the applications in Microsoft Office This comprehensive and easy to follow new book enables you to explore Google s new office applications in detail Once you do you ll be in good company more than 100 000 small businesses and some corporations are already looking to take advantage of these free Google offerings Google Apps The Missing Manual teaches you how to use three relatively new applications from Google Docs and Spreadsheets which provide many of the same core tools that you find in Word and Excel and Google Calendar and Gmail the applications that offer an alternative to Outlook This book demonstrates how these applications together can ease your ability to collaborate with others and allow you access to your documents mail and appointments from any computer at any location Of course as remarkable as these applications are Google s office suite is definitely a work in progress Navigating what you can and can t do and more importantly understanding how to do it isn t always easy And good luck finding enough help online Google Apps The Missing Manual is the one book you need to get the most out of this increasingly useful part of the Google empire This book Explains how to create save and share each of Google s web based office applications Offers separate sections for Docs and Spreadsheets Google Calendar and Gmail Demonstrates how to use these applications in conjunction with one another Gives you crystal clear and jargon free explanations that will satisfy users of all technical levels Many of you already use Gmail but do you know its full potential Do you know how you can increase its power by using Gmail with Doc and Spreadsheets and Google Calendar You ll find out with Google Apps The Missing Manual You ll also come to understand why large corporations such as General Electric and Proctor Gamble are taking a long hard look at these applications

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SCOTT GRANNEMAN is an author teacher and entrepreneur with extensive experience in Google Apps migration setup and training As Adjunct Professor at Washington University he teaches popular courses on technology security and the Internet A monthly columnist for SecurityFocus and Linux Magazine he has authored four books on open source technologies including The Linux Phrasebook As a principal at WebSanity he manages the firm's UNIX server environment and helps develop its Content Management System which is used by educational business and non profit clients nationwide [www.1and100zeroes.com](http://www.1and100zeroes.com)

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