Outlook Student Email Setup
updated 1/3/2013

**Summary:** this document will describe how to setup your ODU account to use Outlook 2010. To do so, first you must setup a Gmail service password in MIDAS, then enable IMAP access in your ODU Gmail account, and then you can configure your email client.

To set up a Gmail service password in MIDAS:

1. Log into the [MIDAS website](#)
2. Under the Account Details section, click the Gmail Student Mail Service
3. Click "Set a service-specific password"
4. Enter a new password for this service. It cannot be the same as your MIDAS password.
5. Then click on Change Service Password
6. Please note: **It will take up to 30 minutes for this new password to synchronize with Gmail.**

Next you will need to enable IMAP access for your ODU student Gmail account.

1. Log into the your ODU student Gmail account
2. Click on the Cog icon in the upper right then click Mail Settings
3. Click on "Forwarding and POP/IMAP"
4. Under "IMAP Access", click "Enable IMAP", then click on "Save Changes"

Once you have configured a Gmail service password within MIDAS, and enabled IMAP in your ODU Gmail account, and waited about 30 minutes for the initial password sync to occur, then you can proceed with the Outlook setup.
1. Open Outlook.

2. Click **Files** in the navigation bar, and select **Add Account**...

![Add Account](image)

3. On the **E-mail** tab, click New...

4. If you are prompted to **Choose E-mail Service**, select **Microsoft Exchange**, **POP3**, **IMAP**, or **HTTP**, and click **Next**.
5. Enter your display name, your ODU student email address (i.e. student123@odu.edu), and the Gmail service password. Do not use your normal MIDAS password; use the Gmail specific password that you just configured.

6. Select the ‘**Manually configure server settings or additional server types**’ checkbox.

7. Select **Internet E-mail**.
8. Settings: name, full email address (i.e. your student@odu.edu account)

- In the Account Type dropdown menu, select IMAP. In the ‘Incoming server name’ section, enter: imap.gmail.com and in the ‘Outgoing server name (SMTP)’ section, enter: smtp.gmail.com.

- In the ‘User Name’ field, give your full email address, including the ‘@odu.edu’. i.e. if your account is student123, and your email address is student123@odu.edu, then you would use student123@odu.edu as your user name in this field.

- After creating these settings, clicking More Settings.
9. Select the **Advanced tab**.

- Incoming server must be 993, and must use SSL encryption.
- Outgoing server can use 587 or 465, TLS encryption.
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.

11. Click **OK**, then click **Next**. After test is completed, hit **Close**, and **Finish**.

After that, Outlook should begin to sync your email account.
Google IMAP settings

Incoming settings
IMAP server: imap.gmail.com
Port: 993
Security type: SSL (always)

Outgoing settings
SMTP server: smtp.gmail.com
Port: 587 or 465 depending on the mail client
Security type: TLS (always)

Username: your full student@odu.edu email address
Password: your Gmail service password.