Adding MSU Google email account and content to Outlook.

If you would like to move all of your MSU Google email folders to Outlook as well as being able to receive mail sent to your @msu.montana.edu address in Outlook please follow these instructions.

Enable Outlook to connect to your MSU Google account:

1. Log in to your Google account at [http://www.montana.edu/email/](http://www.montana.edu/email/).
2. Click the dropdown next to the Cog/Gear icon at the top right.
3. Select Settings.
4. Click the Forwarding and POP/IMAP tab.
5. In the IMAP Access section, select Enable IMAP.
6. Click the Accounts tab.

9. At the bottom of the page click the blue scroll bar to turn on Allow less secure apps.

When you connect Outlook to your Google account, you will receive a warning email from Google that this is “less secure.” For more information on this message visit https://support.google.com/accounts/answer/6010255

10. Set up account in Outlook (see next page).
Set up the account in Outlook

1. Open Outlook Desktop client.
2. Click on File, Account Settings
3. Click Account Settings

4. Click Accounts.
5. In the E-mail tab, click New.

6. Select E-mail Account and Next.
7. Select Manual setup or additional server types option and Next.

8. Select POP or IMAP and Next.

Continued…
9. The following are the account settings for IMAP. Enter the values as shown in the image below.

10. Select the More Settings button (see red box in image above).

   *The Internet E-mail Settings window opens.*

11. Click the Outgoing server tab and set as follows:
12. Click the Advanced tab and set as follows:

![Internet E-mail Settings](image)

13. Click Ok and Next. Outlook will test the settings:

![Test Account Settings](image)

14. Click close and then click Finish.

Your MSU Google email account will now show up as an additional inbox (with all of your folders) in your desktop Outlook client.

You can now move or copy messages between your connected Google account and your Outlook folders.