

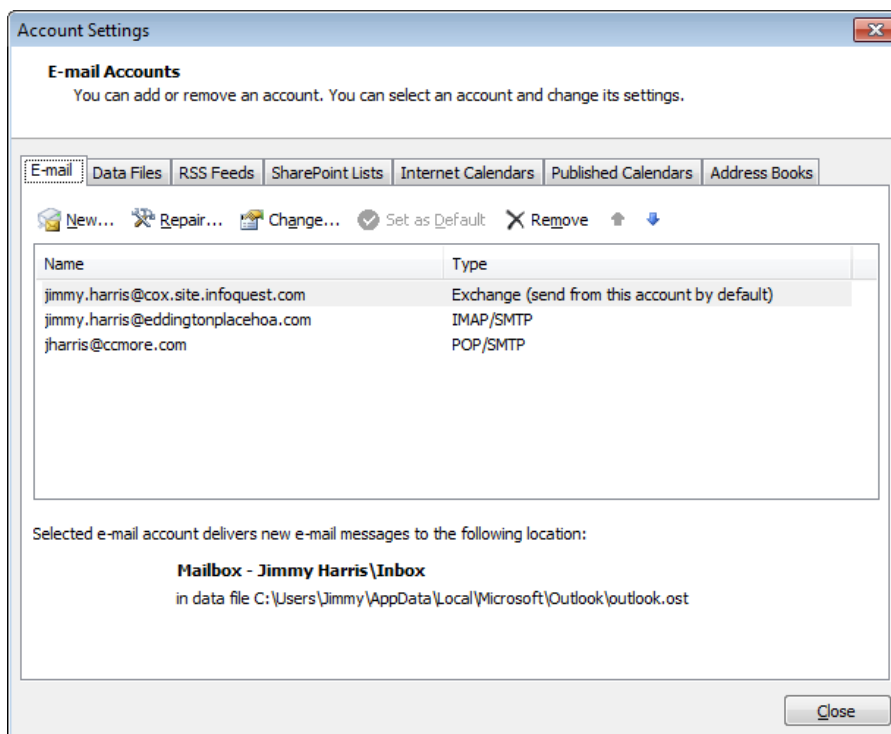
Setup Instructions for Outlook with GMail and IMAP.

Some email providers offer a better way to integrate or "communicate between" your email account and Microsoft Outlook or Microsoft Exchange. You can connect to your email with either POP3 technology, which is older and less sophisticated; or you can connect with a newer technology called IMAP. With IMAP, your messages stay tightly synchronized between the server and your copy of Outlook. This is great if you're ever needing to get to your email on the road from a different computer. You simply pull up a web browser and whatever you would normally have in Outlook at home, will also be displayed there on the screen straight from the server.

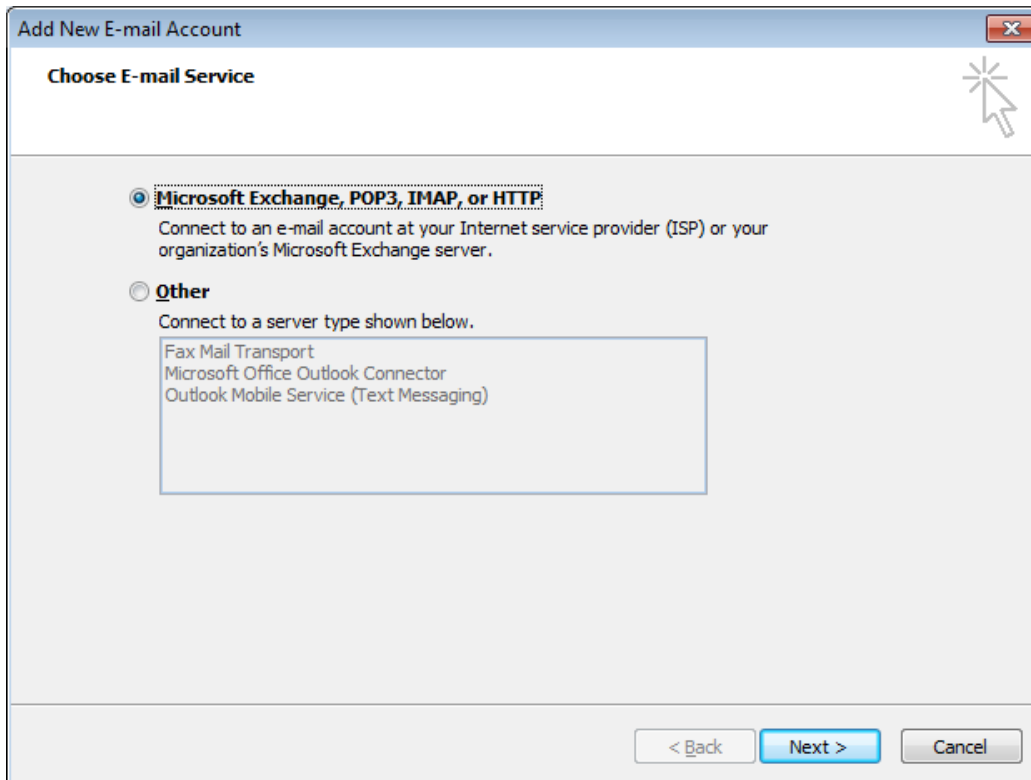
The following instructions are how to set up Gmail or any other provider that allow IMAP integration.

To set up your Outlook 2007 client to work with Gmail:

1. Open Outlook.
2. Select Tools / Account Settings



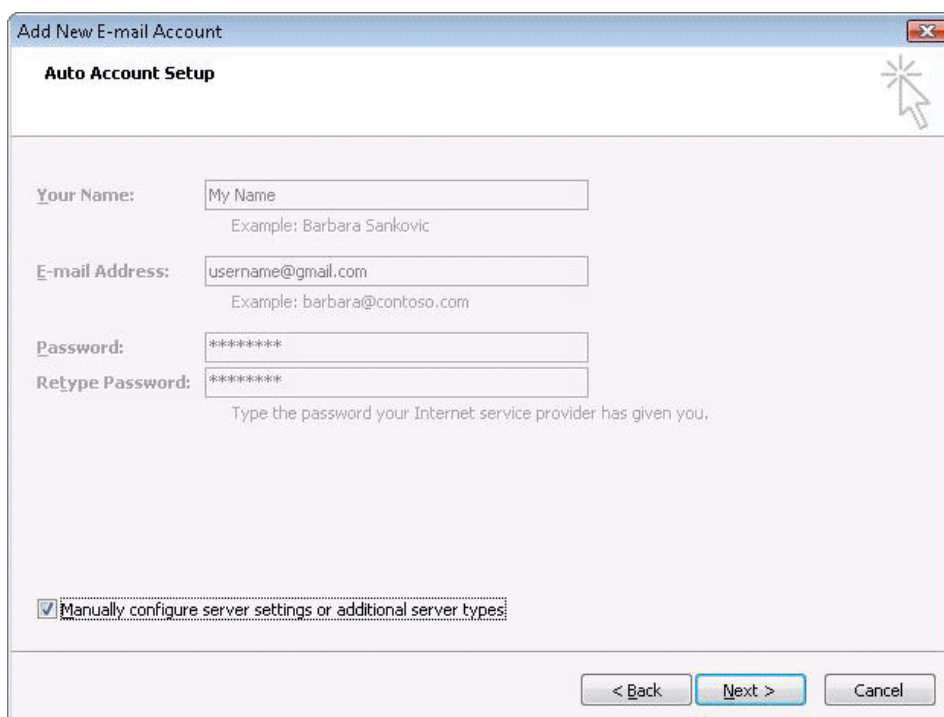
Then hit "New" towards the left of the screen and you should get the following screen:



Make sure you select **Microsoft Exchange, POP3, IMAP, or HTTP**

Select **Next** to get the next screen:

3. Click **Manually configure server settings or additional server types** and then hit **Next**.



4. Select **Internet Email** then hit **Next**

Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.

Fax Mail Transport
Microsoft Office Outlook Connector
Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

5. Complete the form as you see it below.

Settings:

- o Name, your full email address (including '@gmail.com' or '@your_domain.com')
- o In the **Account Type** dropdown menu, select **IMAP**; enter the incoming and outgoing server names shown below.
- o In the 'User Name' field, give your full Gmail address, including '@gmail.com' or '@your_domain.com.'
- o After creating these settings, do NOT click **Next** just yet.

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: Jimmy Harris

E-mail Address: tulsapilot@gmail.com

Server Information

Account Type: IMAP

Incoming mail server: imap.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

Logon Information

User Name: tulsapilot@gmail.com

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

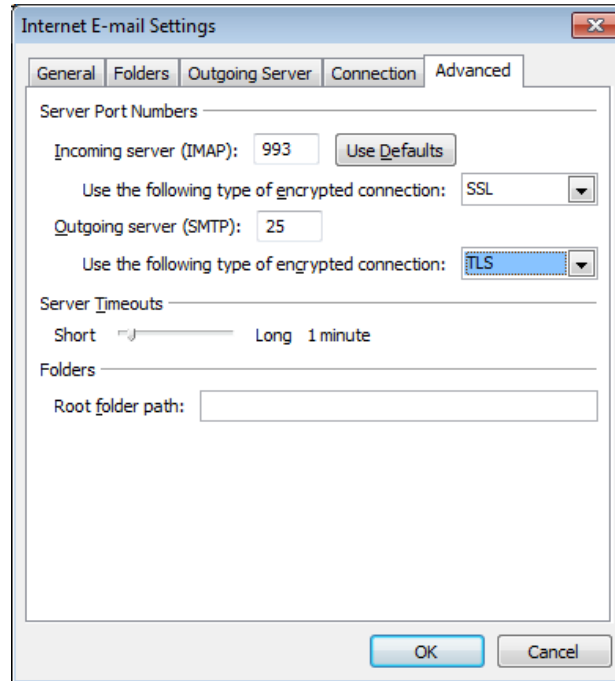
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

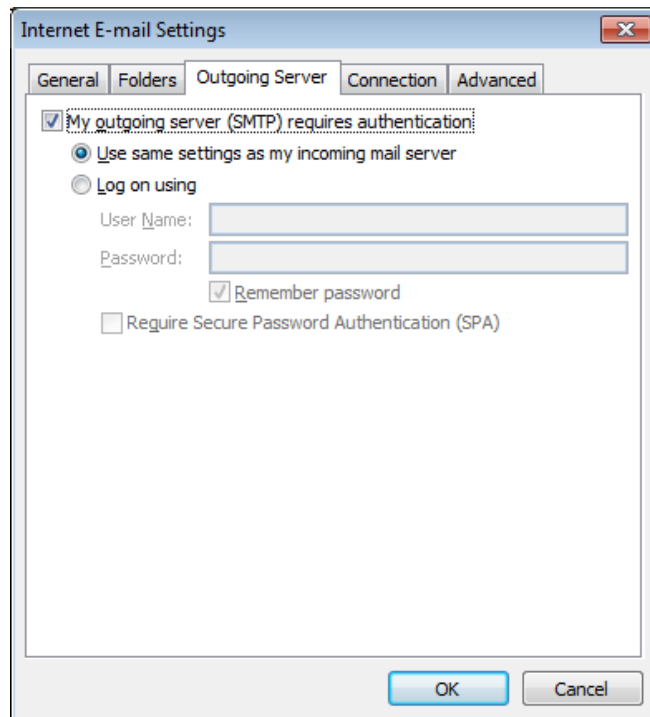
More Settings ...

< Back Next > Cancel

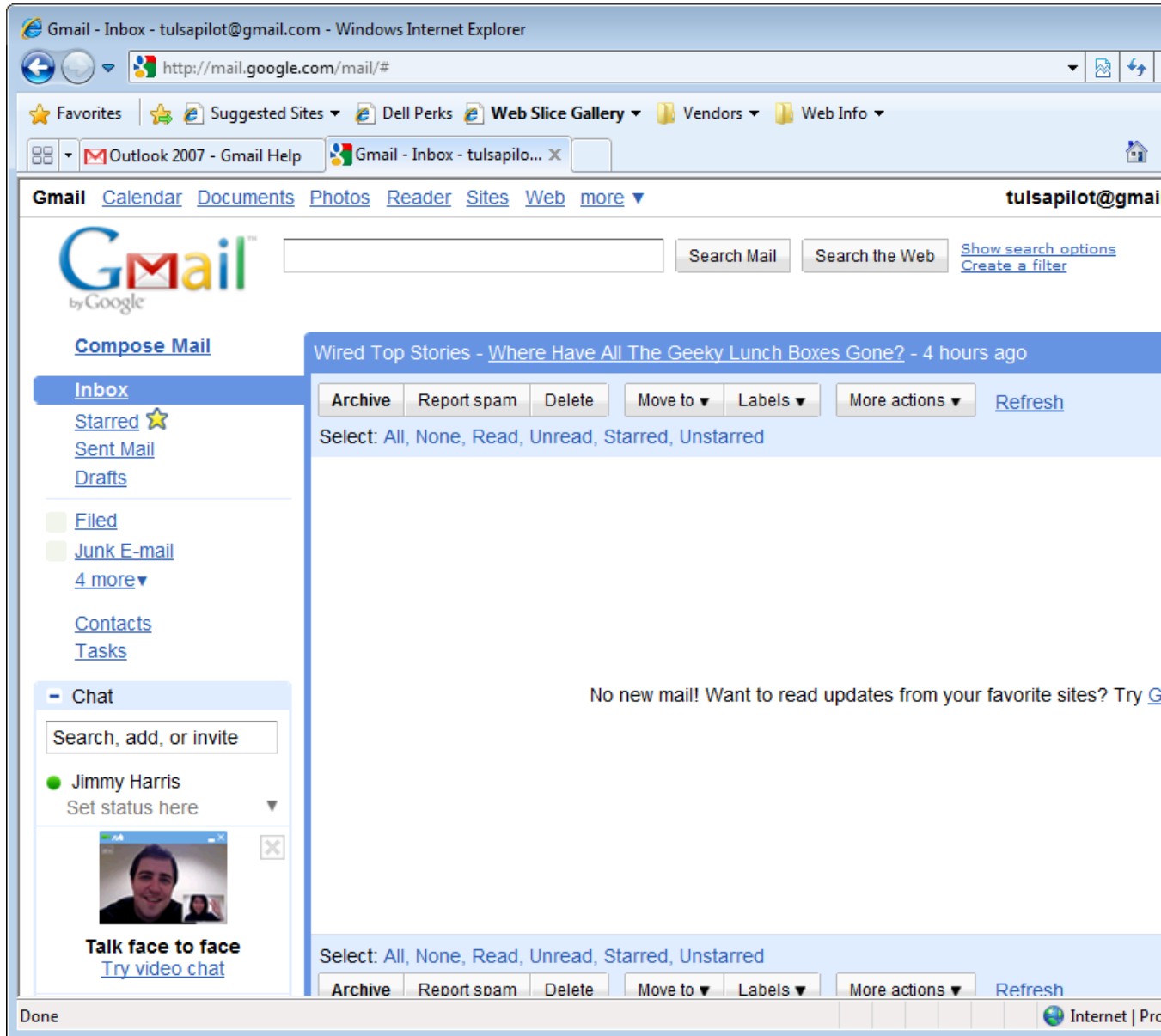
6. Then select **More Settings** and select the **Advanced** tab
 - o Incoming server must be 993, and must use SSL encryption in the dropdown on that line.
 - o Outgoing server should use 587, TLS encryption in the dropdown on that line.



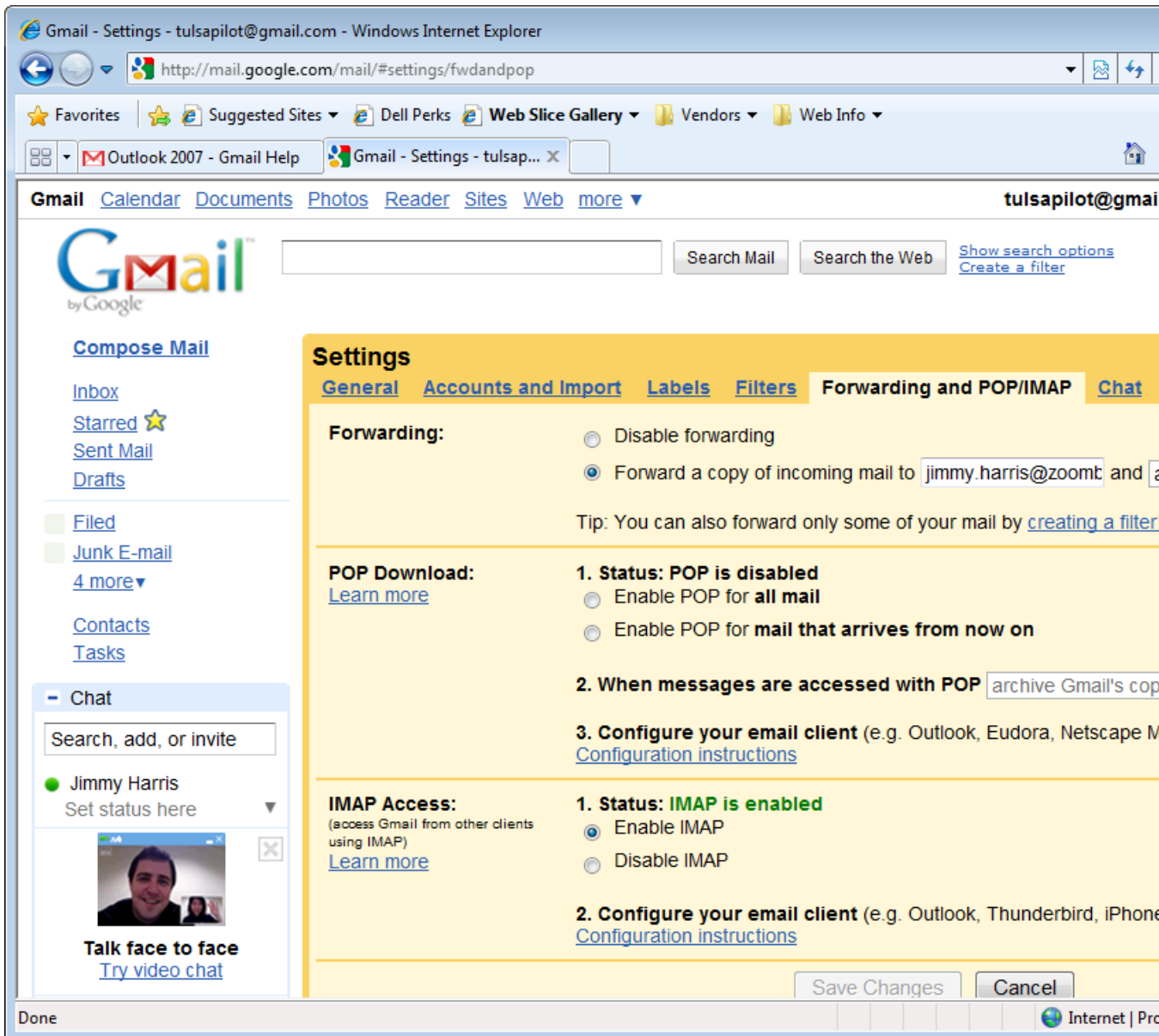
7. Click the **Outgoing Server** tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected. The radio button 'Use same settings as my incoming mail server' should also be selected. Most of the time using your same settings for the incoming server works just fine. If it doesn't, you can contact your ISP for adjusted setting for your particular ISP connection.



8. Click **OK > Next > Finish > Close > OK**.
9. Only one step left. You need to ensure that IMAP is enabled on your Gmail account. To do that, open a web browser, and go to your Gmail account by typing in **http://www.gmail.com**. Then select **Settings** near the top right of the screen.



10. On this screen, select **Forwarding and POP/IMAP** and then look for IMAP Access in the middle to lower part of the screen and make sure that **Enable IMAP** is selected.



11. Click **Save Changes** if you had to make a change in step 10 and your finished!

You can test your setup by going back to Outlook and hitting **F9** on your keyboard to sync the accounts.