These instructions detail how to configure Microsoft Outlook 2003 to access Brandeis Gmail.

Note: You may need to change your UNet password before configuring your email program for Gmail.
Enable IMAP in your Brandeis Gmail Account

• Log in to your Brandeis Gmail account.
  ▪ [go.brandeis.edu/gmail](go.brandeis.edu/gmail)
  ▪ Use your UNet username & password.

• Click Settings at the top of the page.

• Click Forwarding & POP/IMAP.

• Select Enable IMAP.

• Click Save Changes at the bottom of the page.
Adjust Your Outlook 2003 Settings

- Open Outlook 2003, click on the **Tools** menu & select **E-mail Accounts**.
- Select **Add a new e-mail account**, then click **Next**.
- Select **IMAP**, then click **Next**.
- Under **User Information**:
  - Enter your name
  - Enter your email address (username@brandeis.edu)
- Under **Server Information**:
  - Set the Incoming mail server to **imap.gmail.com**.
  - Set the Outgoing mail server to **smtp.gmail.com**.
- Under **Logon Information**:
  - Enter your email address (username@brandeis.edu) in **User Name** & enter your password.
Adjust Your Outlook 2003 Settings

- Click **More Settings**...
- Click the **Outgoing Server** tab.
- Check the box next to “My outgoing server requires authentication.”
  - Select “Use same settings as my incoming mail server.”
Adjust Your Outlook 2003 Settings

- Click the **Advanced** tab.
- Under **Incoming server**, check the box next to “This server requires an encrypted connection (SSL).”
- Set the **Incoming server** field to 993.
- Under **Outgoing server**, check the box next to “This server requires an encrypted connection (SSL).”
- Set the **Outgoing server** field to 465.
- Click **OK**.
- Click **Next**, then click **Finish**.
It’s time to get your Brandeis Gmail!

- Enter your UNet password when prompted & click OK.
- Your mail folders should populate with your Brandeis Gmail.

- Many Outlook problems can be solved by updating your program software to the latest version. Please verify that you have all the latest updates available for your version of Microsoft Office software. Here's how:
  - Click Check for Updates.
  - Restart your computer after you have verified that all updates are installed.
  - Try sending and receiving mail via Outlook.
Fine-tune Your Outlook 2003 Settings - Copies

- Click on the **Tools** menu & select **Options**.
- Click on the **Preferences** tab.
- Click on **E-mail Options**.
- Uncheck the box next to “Save copies of messages in Sent Items folder.”

- Your sent messages are automatically saved in the [Gmail/Sent Mail] folder, so it is no longer necessary to save a copy of your sent messages locally.
Fine-tune Your Outlook 2003 Settings – Deleting Messages

• Folders in Bmail are labels in Gmail.
  – If you delete a message in Outlook 2003 it simply removes that folder's label from the message, archiving it in the All Mail folder.

• To permanently delete a message from Gmail using Outlook 2003, you need to move it to the [Gmail]/Trash folder.
  – It is recommended that you do not do this as Gmail only keeps a single copy of a message with multiple labels. If you delete a message this way, you're telling to delete the same message from any other folder (label) that has that message.

• If you want to permanently delete messages from Gmail using Outlook 2003, you can manually move them to the [Gmail]/Trash folder, or enable the Advanced IMAP Controls lab (see next page for instructions).
Fine-tune Your Outlook 2003 Settings – Deleting Messages

- Log in to your Brandeis Gmail account (go.brandeis.edu/gmail)
- Click **Settings** at the top of the page.
- Click **Labs**.
- Under **Advanced IMAP Controls**, select **Enable**.
- Click **Save Changes** at the bottom of the page.
- Go back to **Settings** at the top of the page.
- Click **Forwarding & POP/IMAP**.
- Under IMAP Access, select:
  - **Auto-expunge**: Do not automatically expunge messages
  - **When a message is expunged**…: Move the message to Trash
Fine-tune Your Outlook 2003 Settings – Deleting Messages

• To hide deleted messages in your folders:
  • Highlight your Inbox
  • Click on the View menu, select Arrange By then select Current View.
  • Select “Hide Messages Marked for Deletion.”
  • Repeat for additional folders.

• To purge deleted messages from folders:
  • Click on the Edit menu
  • Select “Purge deleted messages”
Fine-tune Your Outlook 2003 Settings – The “All Mail” Folder

• The All Mail folder contains a copy of all messages for the Gmail account. Viewing it in Outlook 2003 can cause performance issues.

• To hide a gmail folder (label):
  • Log in to your Brandeis Gmail account (go.brandeis.edu/gmail)
  • Click Settings at the top of the page.
  • Click Labels.
  • Uncheck the “Show in IMAP” box next to All Mail.