These instructions detail how to configure Microsoft Outlook 2007 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
  - 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 2007 Settings

- Open Outlook 2007. If this is your first account you’ll be prompted by the setup wizard, otherwise you’ll need to click the New button under the E-mail tab.

- Enter your name
- Enter your email address (username@brandeis.edu)
- Enter your password.
- Check the box next to “Manually configure server settings or additional server types.”
- Click Next.
- Select Internet Email.
Adjust Your Outlook 2007 Settings

• Under **User Information**:
  • Enter your name
  • Enter your email address (username@brandeis.edu)

• Under **Server Information**:
  • Select IMAP under Account Type.
  • 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.
  • Click Next.
Adjust Your Outlook 2007 Settings

• Click on the Tools menu & select Options.
• Select Mail Setup, then click Email Accounts.
• Select your account, & click Change above the list of accounts.
• Click More Settings, the select the Advanced tab.
• Set the Incoming server field to 993 & select SSL for “Use the following type of encrypted connection.”
• Set the Outgoing server field to 465 & select SSL for “Use the following type of encrypted connection.”
Adjust Your Outlook 2007 Settings

• Select the Outgoing Server tab.

• Check the box next to “My outgoing server requires authentication.”

• Select “Use same settings as my incoming mail server.”

• Click OK, then Next.

• Click Finish, then Close.

• Click OK.
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.
Fine-tune Your Outlook 2007 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 message 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 2007 Settings – Deleting Messages

- Folders in Bmail are labels in Gmail.
  - If you delete a message in Outlook 2007 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 2007, 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 2007, 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 2007 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 2007 Settings – Deleting Messages

• To hide deleted messages in your folders:
  • Click on the View menu, then select Current View.
  • Click “Hide Messages Marked for Deletion.”

• To purge deleted messages from folders:
  • Click on the Edit menu
  • Select “Purge deleted messages”
  • Click Purge Options.
  • Select the General tab.
  • Under Purge Options, check the box next to “Purge items when switching folders…”.
Fine-tune Your Outlook 2007 Settings – The “All Mail” Folder

• The All Mail folder contains a copy of all messages for the Gmail account. Viewing it in Outlook 2007 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.

![Gmail Labels Settings](image)