Outlook 2003

1. Open Outlook.
2. Click the **Tools** menu, and select **E-mail Accounts**...
3. Click **Add a new e-mail account**, then click **Next**.
4. Choose **IMAP** as your server type by clicking the radio button, and click **Next**.
5. Fill in all necessary fields to include the following information:

**User Information**
*Your Name:* Enter your name as you would like it to appear in the **From**: field of outgoing messages.
*Email Address:* Enter your full email address (*campuskey@jefferson.edu*).

**Server Information**
*Incoming mail server (IMAP):* imap.gmail.com
*Outgoing mail server (SMTP):* smtp.gmail.com

**Login Information**
*User Name:* Enter your full email address (including *campuskey@jefferson.edu*)
*Password:* Enter your campus key password.
1. Click **More Settings**... and then click the **Outgoing Server** tab.
2. Check the box next to 'My outgoing server (SMTP) requires authentication' and select **Use same settings as my incoming mail server**.
3. Click the **Advanced** tab, and check the box next to 'This server requires an encrypted connection (SSL)' under **Incoming Server (IMAP)**. Also, enter 993 in the **Incoming server (IMAP)** box.

![Internet Email Settings](image)

4. Check the box next to 'This server requires an encrypted connection (SSL)' under **Outgoing Server (SMTP)**, and enter 465 in the **Outgoing server (SMTP)** box.

5. Click **OK**.

6. Click **Next**, and then click **Finish**.

Congratulations! You're done configuring your client to send and retrieve Gmail messages.