Setting up Gmail in Outlook 2016 in Mac OSX

Students, staff, and faculty can set up their Gmail account in Outlook 2016 on Mac OSX.

Warning
In order to configure Gmail in Outlook 2016 for Mac, you need to first enable IMAP within your UConn Google account. Instructions for configuring these settings can be found here.

1. Navigate to Tools > Accounts...
2. Select E-mail Account
3. Enter the following information:
   • Your Account Information:
     • E-Mail Address: firstname.lastname@uconn.edu
     • Password: your Google password
   • Server Information:
     • User Name: firstname.lastname@uconn.edu
     • Type: IMAP
     • Incoming Server: imap.gmail.com : 993
     • Use SSL to Connect (is selected)
     • Outgoing Server: smtp.gmail.com : 587
     • Override default port (selected)
     • Use SSL to connect (selected)

4. Verify that all of the information is correct. Select Add account.
5. Select More Options
6. Under Authentication, make sure that Use incoming Server Info is selected. Select Ok to complete the setup.

Related articles
• Setting up Your UConn Student Gmail Account
• Forwarding UConn G-Suite Emails
• What is the Difference Between G-Suite Core and Public Services?
• Setting Up Gmail on a Mac
• Setting Up Gmail in Thunderbird