


In Outlook, Click on File tab -> Add Account

Enter your Full Name: First Last

Enter your Physics email address

Check Manually configure server settings or additional server types, Click Next button

Add Account ×

Auto Account Setup
Manual setup of an account or connect to other server types. 

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.


Manual setup or additional server types

< Back Next > Cancel

Office 2010 choose: Internet E-mail (Connect to POP or IMAP server to send and receive e-mail messages).

Office 2013 choose: POP or IMAP (Connect to a POP or IMAP email account).

Add Account ✕

Choose Service 

Microsoft Exchange Server or compatible service
 Connect to an Exchange account to access email, calendars, contacts, tasks, and voice mail

Outlook.com or Exchange ActiveSync compatible service
 Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks


POP or IMAP
 Connect to a POP or IMAP email account

Other
 Connect to a server type that is listed below

Google Outlook Send As Service
 Google Outlook Service

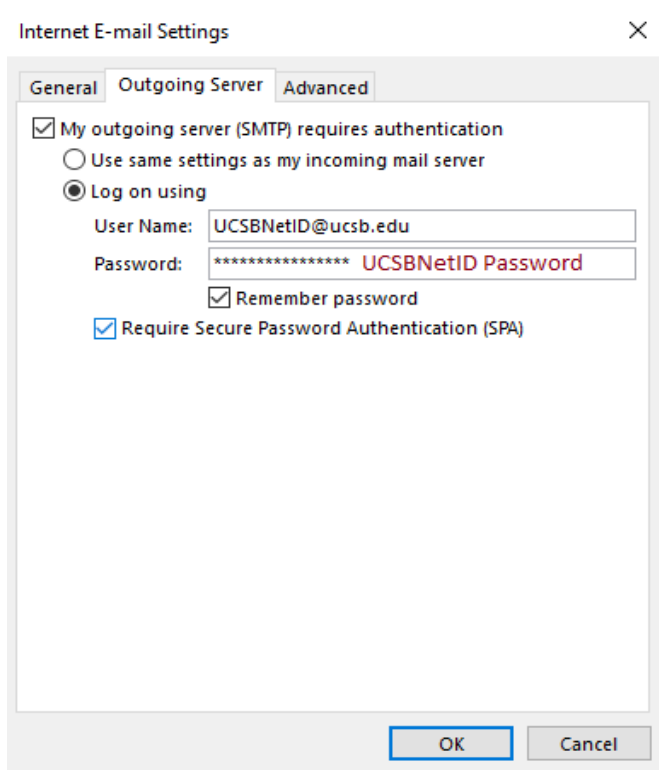
CHANGE Account Type to IMAP !!!!!, Enter First and Last Name, physicsusername@physics.ucsb.edu email address, Incoming mail server: `imap.gmail.com`, Outgoing mail server (SMTP): `smtp.physics.ucsb.edu`, Logon Information: Username: UCSBNetID@ucsb.edu. Password: UCSBNetID password, click on "More Settings"

Change Account ✕

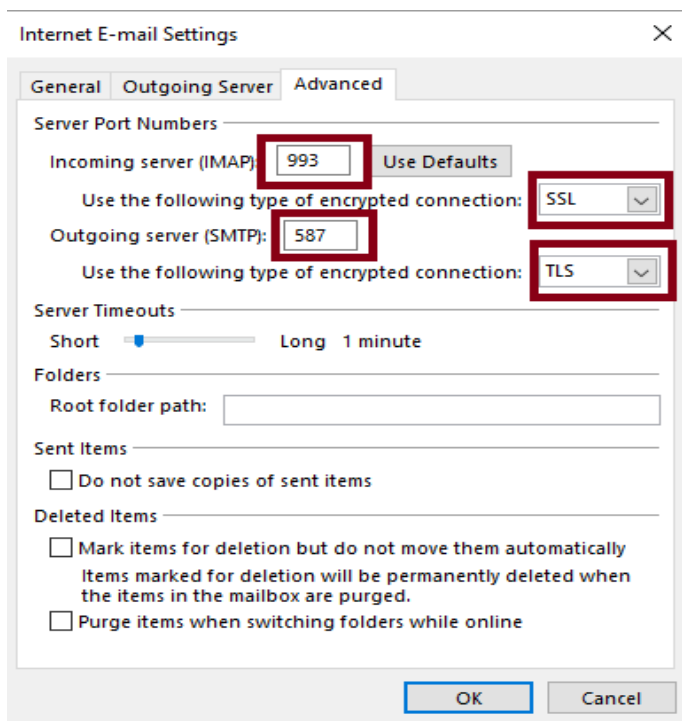
POP and IMAP Account Settings
 Enter the mail server settings for your account. 

<p>User Information</p> <p>Your Name: <input type="text" value="Firstname Lastname"/></p> <p>Email Address: <input type="text" value="user@physics.ucsb.edu"/></p> <p>Server Information</p> <p>Account Type: <input type="text" value="IMAP IMAP"/></p> <p>Incoming mail server: <input type="text" value="imap.gmail.com"/></p> <p>Outgoing mail server (SMTP): <input type="text" value="smtp.gmail.com"/></p> <p>Logon Information</p> <p>User Name: <input type="text" value="UCSBNetID@ucsb.edu"/></p> <p>Password: <input type="password" value="***** UCSBNetID Password"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input checked="" type="checkbox"/> Require logon using Secure Password Authentication (SPA)</p>	<p>Test Account Settings</p> <p>We recommend that you test your account to ensure that the entries are correct.</p> <p><input type="button" value="Test Account Settings ..."/></p> <p><input checked="" type="checkbox"/> Automatically test account settings when Next is clicked</p> <p>Mail to keep offline: All <input type="range" value="100"/></p> <p style="text-align: right;"><input type="button" value="More Settings ..."/></p>
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Click on "Outgoing Server" tab, Check "My outgoing server (SMTP) requires authentication", Check "Log on using", Enter UCSBNetID@ucsb.edu as User Name and UCSBNetID password. Do NOT click OK.



Check Advanced Tab, Change both “Use the following type of encrypted connection:” to SSL/TLS.
(Port 993 for IMAP and 587 for SMTP). Do NOT click OK.



Check “General” tab, Under Mail Account type: UCSB Connect, Under Organization: UCSB, Under

Reply E-mail: physicsusername@physics.ucsb.edu, Click "OK".

Internet E-mail Settings ×

General **Outgoing Server** Advanced

Mail Account _____
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

UCSB Connect

Other User Information _____

Organization: UCSB

Reply E-mail: username@physics.ucsb.edu

Now click on "Next"

Change Account



POP and IMAP Account Settings

Enter the mail server settings for your account.



User Information		Test Account Settings
Your Name:	<input type="text" value="Firstname Lastname"/>	We recommend that you test your account to ensure that the entries are correct.
Email Address:	<input type="text" value="user@physics.ucsb.edu"/>	<input type="button" value="Test Account Settings ..."/>
Server Information		<input checked="" type="checkbox"/> Automatically test account settings when Next is clicked
Account Type:	<input type="text" value="IMAP"/> <input type="text" value="IMAP"/>	
Incoming mail server:	<input type="text" value="imap.gmail.com"/>	
Outgoing mail server (SMTP):	<input type="text" value="smtp.gmail.com"/>	
Logon Information		Mail to keep offline: All
User Name:	<input type="text" value="UCSBNetID@ucsb.edu"/>	<input type="range" value="100"/>
Password:	<input type="password" value="***** UCSBNetID Password"/>	<input type="button" value="More Settings ..."/>
<input checked="" type="checkbox"/> Remember password		
<input checked="" type="checkbox"/> Require logon using Secure Password Authentication (SPA)		
		<input type="button" value="Next >"/>

You should see:

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Tasks	Errors						
<table><thead><tr><th>Tasks</th><th>Status</th></tr></thead><tbody><tr><td>✓ Log onto incoming mail server (IMAP)</td><td>Completed</td></tr><tr><td>✓ Send test e-mail message</td><td>Completed</td></tr></tbody></table>		Tasks	Status	✓ Log onto incoming mail server (IMAP)	Completed	✓ Send test e-mail message	Completed
Tasks	Status						
✓ Log onto incoming mail server (IMAP)	Completed						
✓ Send test e-mail message	Completed						

Click on Finish

Change Account ×

You're all set!

We have all the information we need to set up your account.