Connect to Your Student Email: Microsoft Outlook for PC

Before you can access your student email account on your e-mail client, you must first enable POP/IMAP features on your student email account and set a special POP/IMAP password for your account.

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Part 1: Enable POP/IMAP on your Student Email Account

1. Login to your CSUF student email account and click on the Settings icon (🔧) at the far right.

2. Select Settings from the drop-down menu.
Select the **IMAP/POP** menu.

In the **POP Download** section, click **Enable POP for mail that arrives from now on**. In the **IMAP Access** section, click **Enable IMAP**.

**NOTE**: for both options you should decide what you want to happen with your deleted emails; that is, when you delete an email on your mobile device do you want the email to be deleted from your student email account, archived in your student email account, marked as read in your student email account, or left as unread in your student email account.
5 At the bottom of the POP/IMAP screen, click **Save Changes**.

<table>
<thead>
<tr>
<th>General</th>
<th>Labels</th>
<th>Inbox</th>
<th>Accounts</th>
<th>Filters</th>
<th>POP/IMAP Download</th>
<th>Chat</th>
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</thead>
</table>

**When a message is marked as deleted and expunged from IMAP folder:**
- Archive the message (default)
- Move the message to the Trash
- Immediately delete the message forever

**Folder Size Limits**
- Do not limit the number of messages in an IMAP folder (default)
- Limit IMAP folders to contain no more than this many messages

**Configure your email client** (e.g. Outlook, Thunderbird, iPhone)

(Configuration instructions)

[Save Changes] [Cancel]
Part 2: Allow Less Secure Apps on your Student Email Account

**NOTE:** Changes in Google’s policy means that the student must enable this feature to allow their e-mail account to be added on Microsoft Outlook.

1. On the top right of your student E-mail account, click on your user avatar and then click on **My Account**.

2. In the **Sign in & Security** section, click on **Connected apps & sites**.

3. Scroll down to the ‘Connected apps & sites’ Section and turn on the “Allow less secure apps”.

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Part 3: Set a POP/IMAP Password

1. Login to your student portal and click on the Titan Apps icon/tab.

2. Click on How to setup a POP/IMAP account.

   ![Titan Apps Icon](image)

   **Important Information**
   Welcome to Titan Apps, powered by Google!
   Here are some features available on Titan Apps:
   - Over 7GB of email storage.
   - Google Calendar to schedule meetings, create events and share calendars with others.
   - Google Docs to create and share documents, spreadsheets and share calendars with others.
   - Access to your information from anywhere with an internet connection. You can also access your email with a mobile device.

   **Titan Apps Help**
   - Titan Apps FAQs
   - Online Resources
   - How to setup a POP/IMAP account

   ![Titan Apps Help](image)

   **Note:** The password you set may be the same as your current student email/portal password if you wish but note that this does not change your student email/portal password.

3. In the Step 2 – Set Password section, enter a strong password that meets the listed requirements and then click Set Password.

   **Note:** The password you set may be the same as your current student email/portal password if you wish but note that this does not change your student email/portal password.

   **Step 2 - Set Password**
   The strong password must contain the following:
   - at least 1 lower-case letter
   - at least 1 upper-case letter
   - at least 1 number
   - greater than 10 characters
   It may take up to 24 hours to update your new password. Enter a strong password:

   ```plaintext
   Password
   Set Password
   ```

   This password is used to access your POP/IMAP account only. Your CSUF password will not be changed.

   Once the password has been set, it may take 10 minutes to 24 hours to update the system.
Part 4: Add Your Student Email Account to Microsoft Outlook

NOTE: These screenshots were used on a Microsoft Outlook 2013 but should still be compatible with Microsoft Outlook 2010.

1. If you are opening Microsoft Outlook for the first time, a wizard will appear. Click on the Next button. When asked if you would like to set up Outlook to connect to an email account, choose Yes and click Next.

NOTE: You may also click on File and under the Info section you can click on Add Account to proceed to the next step.
2 Choose the **Manual setup or additional server types** option and click **Next**.

![Image of Add Account window with Manual setup or additional server types option highlighted]

3 Choose the ‘**POP or IMAP**’ account. Click **Next**.

**NOTE:** in older versions, it may appear as **Internet Email: Connect to POP or IMAP server to send and receive e-mail messages**.

![Image of Add Account window with POP or IMAP option highlighted]
4 Enter the following information to configure the email settings:

**Account Type:** IMAP  
**Incoming Server:** imap.gmail.com  
**Outgoing Server:** smtp.gmail.com  
**Username:** your full student email address, including @csu.fullerton.edu  
**Password:** one created in Part 2 above

![Add Account](image1.png)

5 Click on **More Settings**

6 Under the **Outgoing Server** tab, check **My outgoing server (SMTP) requires authentication.** The radio button **Use same settings as my incoming mail server** should also be selected.

![Internet E-mail Settings](image2.png)
7 Under **Advanced** tab

Change the Incoming Server (IMAP) port to **993**, and the Outgoing Server (SMTP) to **465**.

Make sure both types of encrypted connections are changed to **SSL**. Once you are finished, click ‘OK’.

![Image of Internet E-mail Settings with settings highlighted](image)

8 Click **OK**

9 Click **Next**. Once your account credentials are verified, your account should be added.

10 Click **Close → Finish** to complete the setup. It may take a moment for your emails (and calendar, contacts, etc.) to be synced to your device.

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**Need more help?**

Visit the Student Genius Corner located on the first floor of Pollak Library North. View their website for their hours: [http://sts.fullerton.edu/sgc](http://sts.fullerton.edu/sgc).

Contact the Student IT Help Desk at 657-278-8888 or [StudentITHelpDesk@fullerton.edu](mailto:StudentITHelpDesk@fullerton.edu).