

Connect to Your Student Email:


Microsoft Outlook for PC

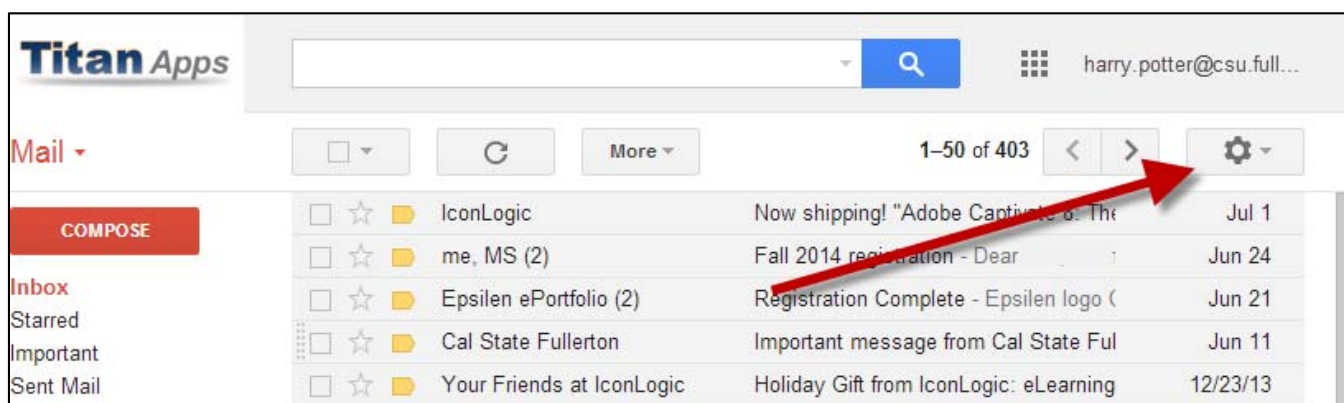
Before you can access your student email account on your e-mail client, you must first enable POP/IMAP features on your student email account and set a special POP/IMAP password for your account.

Contents

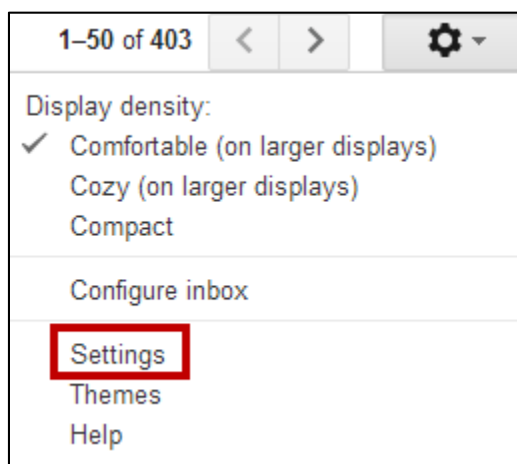
Part 1: Enable POP/IMAP on your Student Email Account.....	1
Part 2: Set a POP/IMAP Password	3
Part 3: Add Your Student Email Account to Microsoft Outlook	5

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

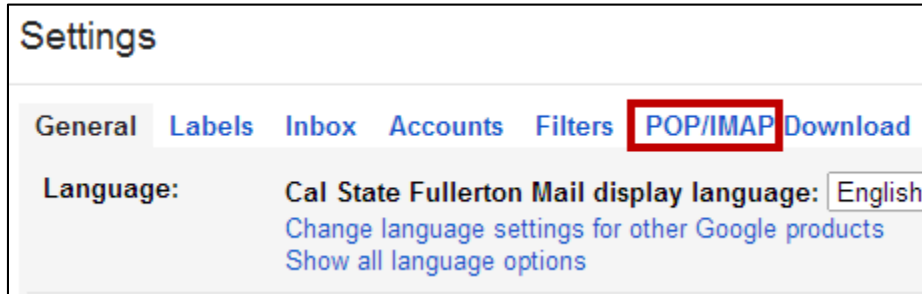
1 Login to your CSUF student email account and click on the **Settings** icon () at the far right.



2 Select **Settings** from the drop-down menu.

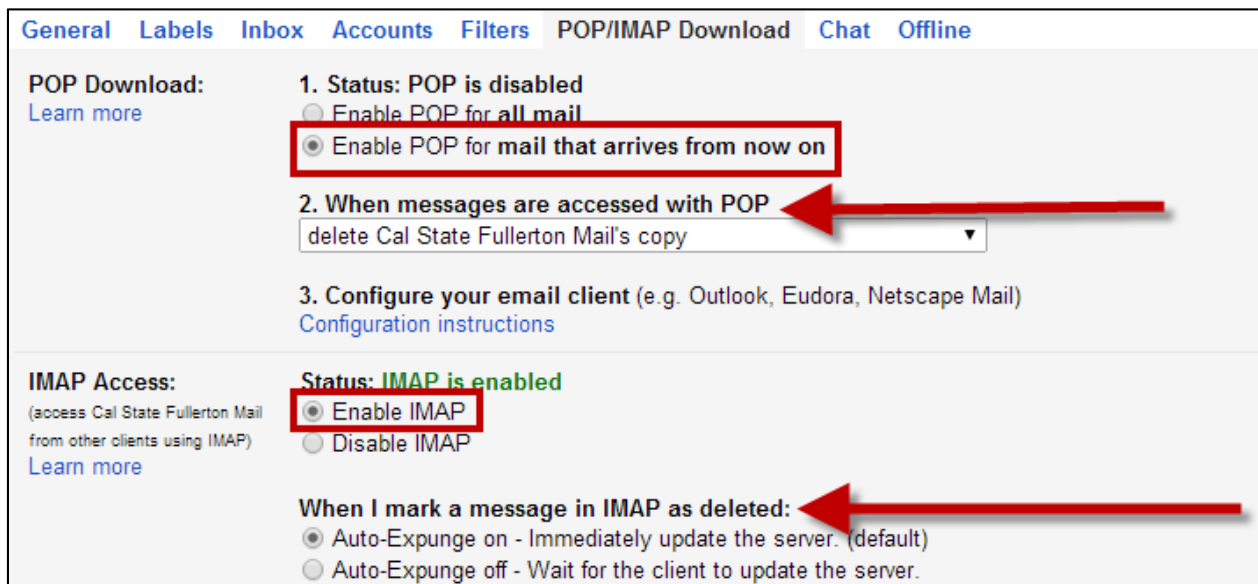


3 Select the **IMAP/POP** menu.

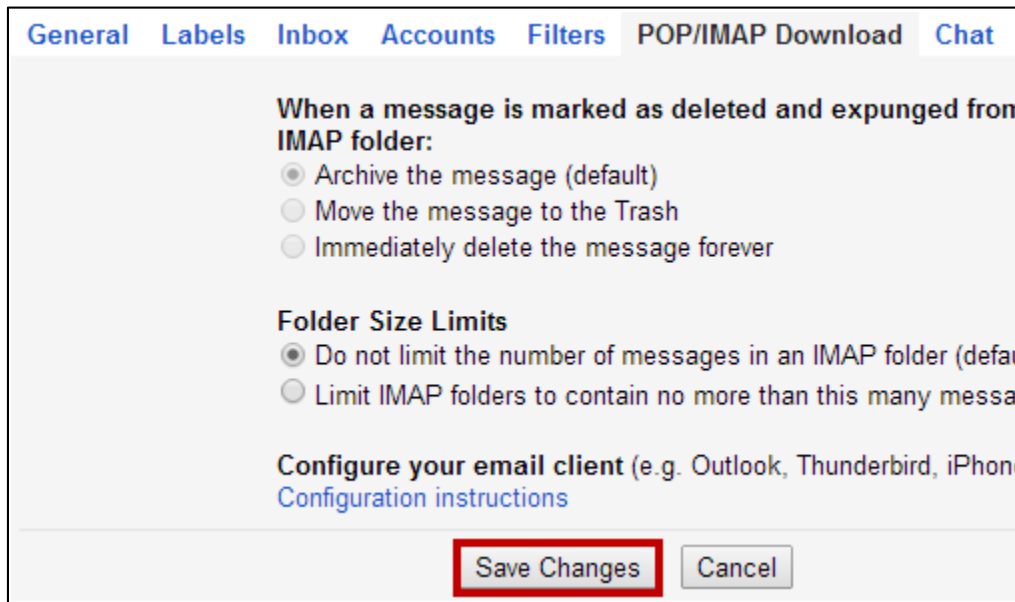


4 In the POP Download section, click **Enable POP for mail that arrives from now on**. In the IMAP Access section, click **Enable IMAP**.

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.



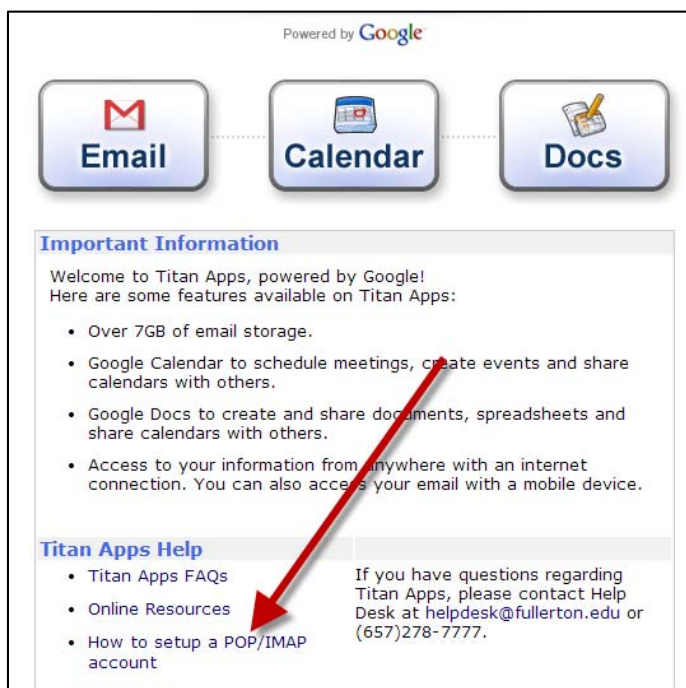
5 At the bottom of the POP/IMAP screen, click **Save Changes**.



Part 2: 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**.



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:

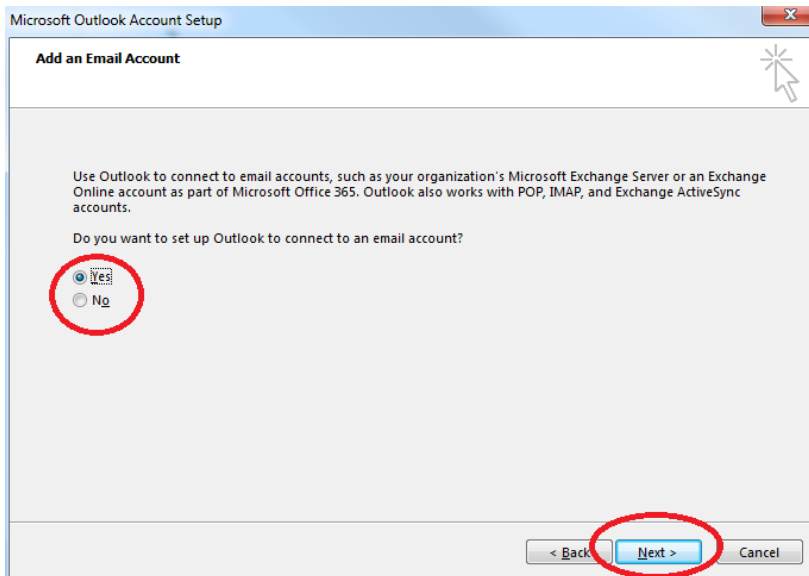
This password is used to access your POP/IMAP account only.
Your CSUF password will not be changed.

Once the password has been set, it may take 10 minutes to 24 hours to update the system.

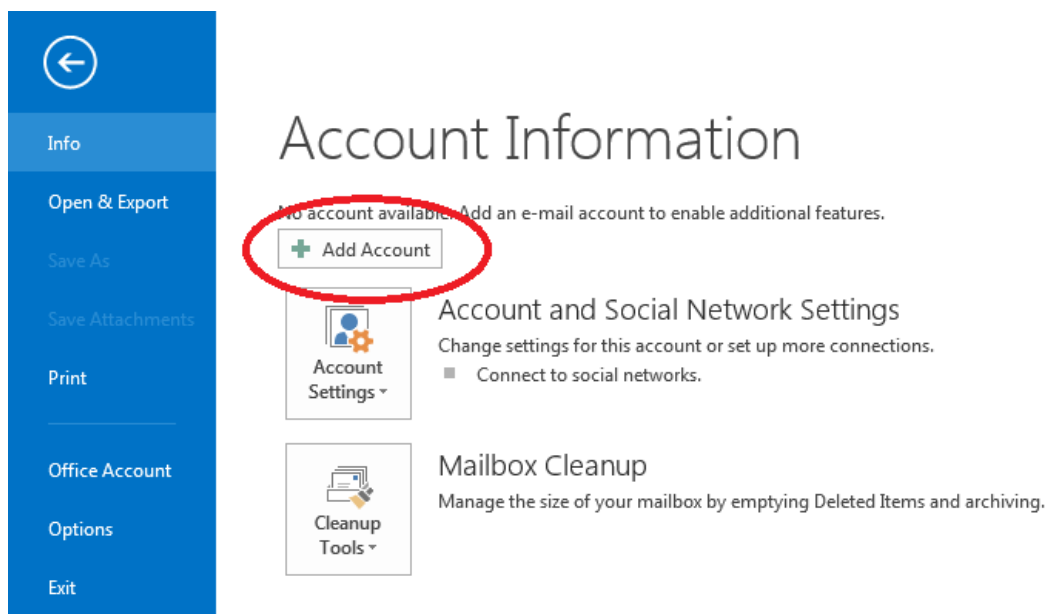
Part 3: Add Your Student Email Account to Microsoft Outlook

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

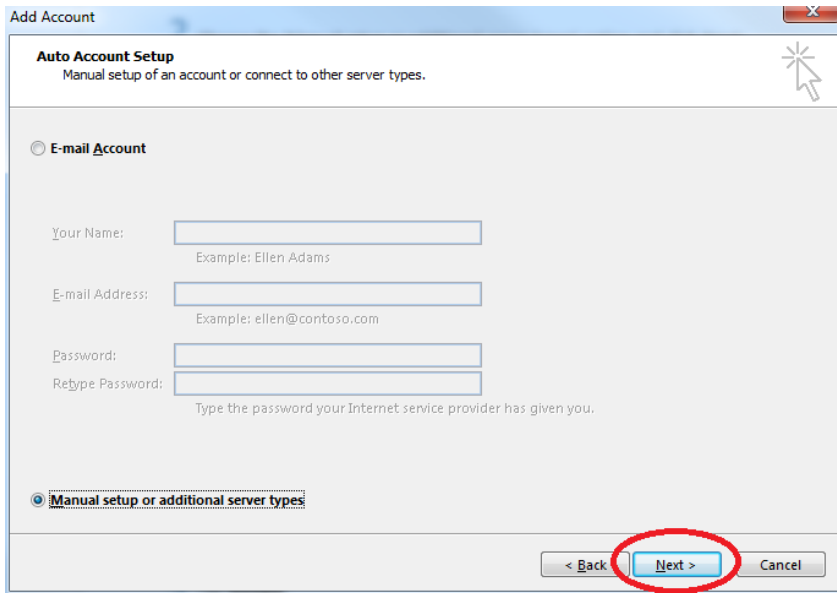
1 If you are opening Microsoft Outlook for the first time, a wizard will appear. Click on the 'Next' button. When asked if you would like to set up Outlook to connect to an email account, choose 'Yes' and click 'Next'.



NOTE: You may also click on 'File' and under the Info section you can click on 'Add Account' to proceed to the next step.

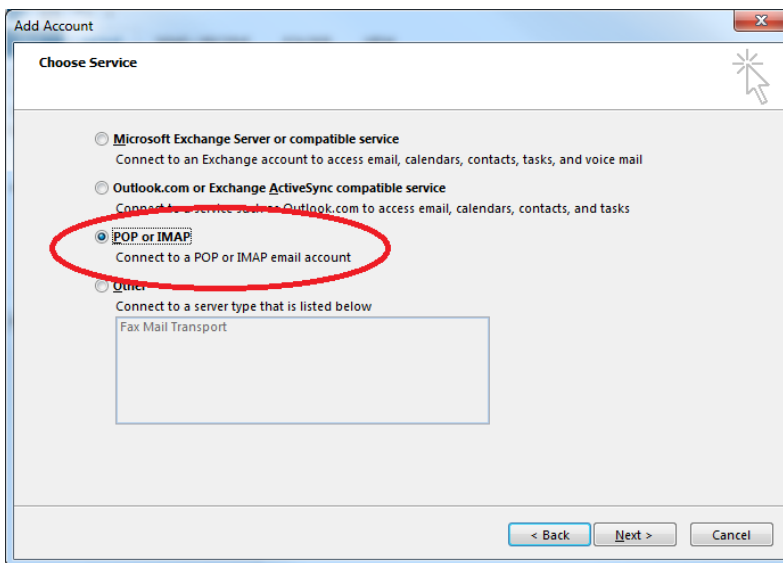


2 Choose the 'Manual setup or additional server types' option and click 'Next'.



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."**



4 Enter the following information to configure the email settings:

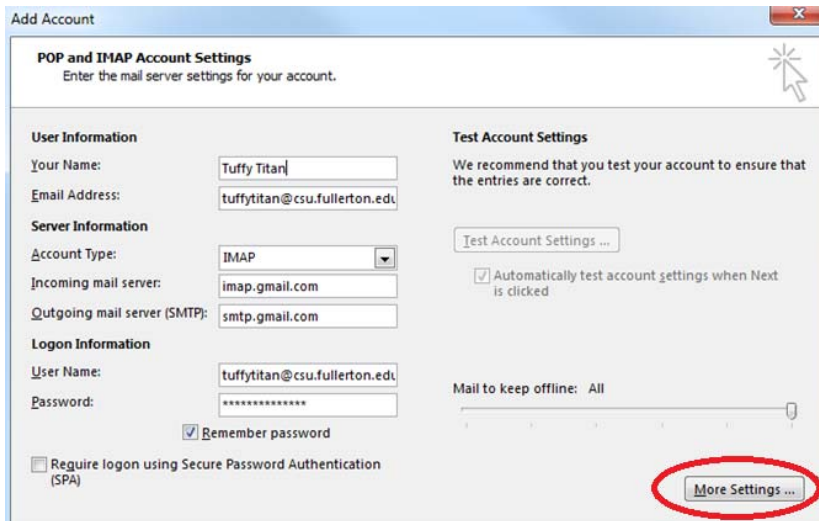
Account Type: IMAP

Incoming Server: imap.gmail.com

Outgoing Server: smtp.gmail.com

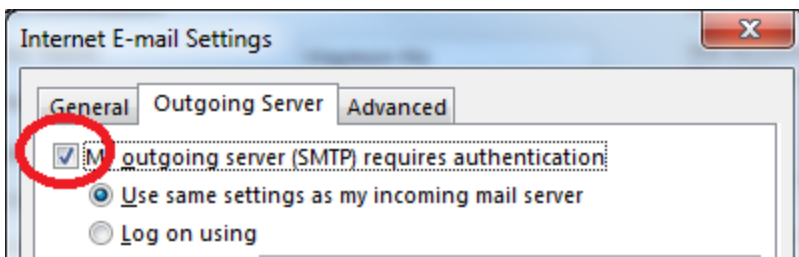
Username: your full student email address, including @csu.fullerton.edu

Password: one created in Part 2 above



5 Click on **More Settings**

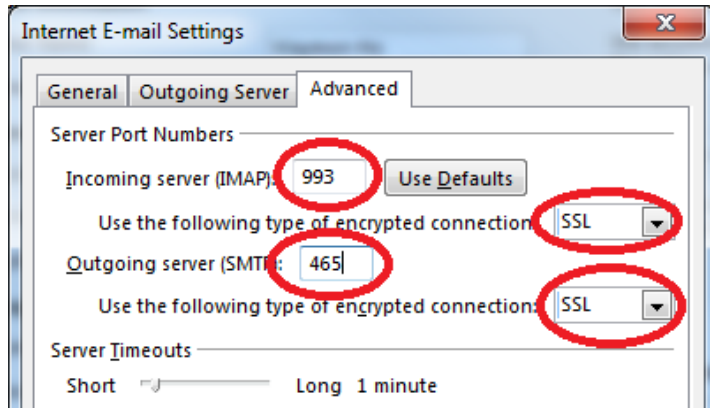
6 Under the **Outgoing Server** tab, check **My outgoing server (SMTP) requires authentication**. The radio button **Use same settings as my incoming mail server** should also be selected.



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'.



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.

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>.

Contact the Student IT Help Desk at 657-278-8888 or StudentITHelpDesk@fullerton.edu.