
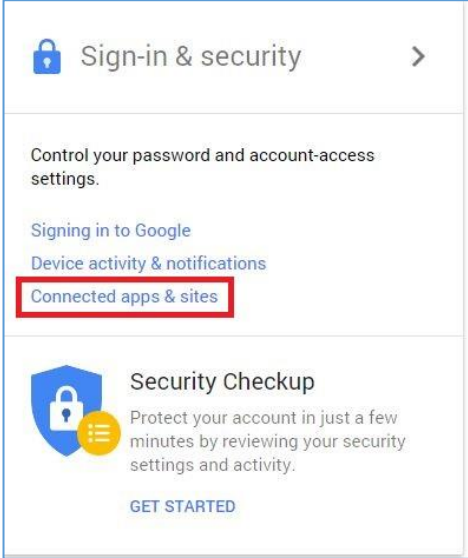
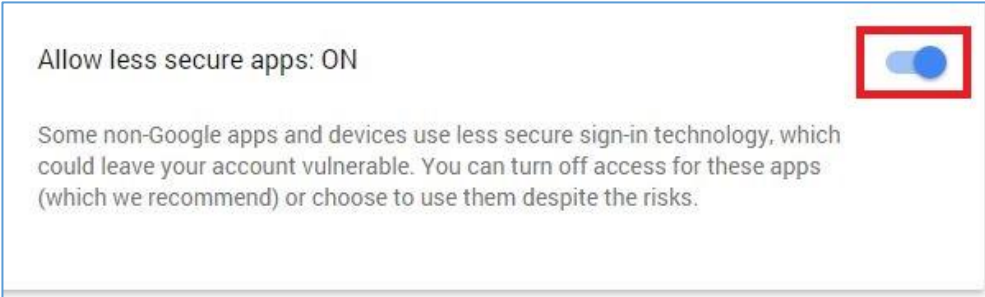



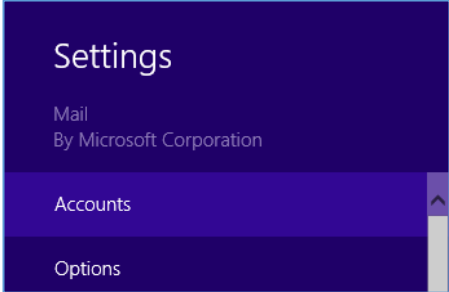

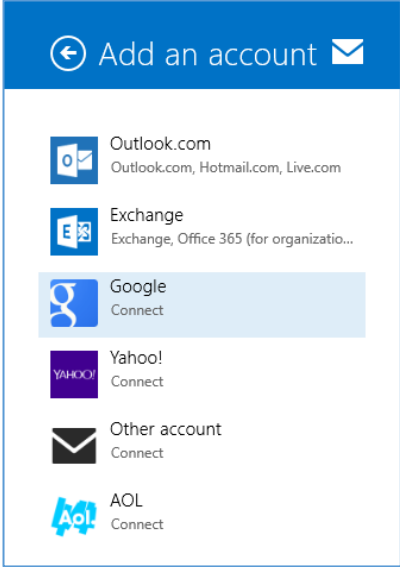
Setting up your Student Email on Windows Mail or Microsoft Outlook

Complete First: Allow Less Secure Apps on your Student Email Account

Changes in Google's Policy means that you must enable this feature to connect your student e-mail to the Windows Mail app or Microsoft Outlook. To successfully add your email to Windows Mail or Microsoft Outlook, please follow the steps below first before proceeding to the next steps.

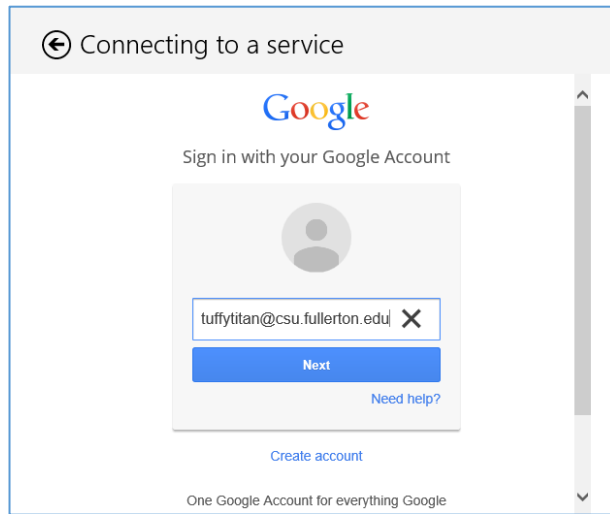
Steps	Images
<p>Step One</p> <p>Log onto your Student Email. On the top right of your Student E-mail account, click on your user avatar and then click on My Account.</p>	
<p>Step Two</p> <p>In the Sign in & Security section, click on Connected apps & sites.</p>	
<p>Step Three</p> <p>Scroll down to the Connected apps & sites section and turn on the Allow less secure apps.</p>	
<p>Step Four</p> <p>Select your mail app for further instructions</p>	<p style="text-align: center;">Windows Mail</p> <p style="text-align: center;">Microsoft Outlook</p>

Windows Mail Instructions

Steps	Images
<p>Step One</p> <p>Open up the Mail app and move your cursor / swipe from the right to open up the menu. Tap/Click on Settings.</p>	
<p>Step Two</p> <p>Tap/Click on Account.</p>	
<p>Step Three</p> <p>Tap/Click on Add an account.</p>	
<p>Step Four</p> <p>Tap/Click on Google.</p>	

Step Five

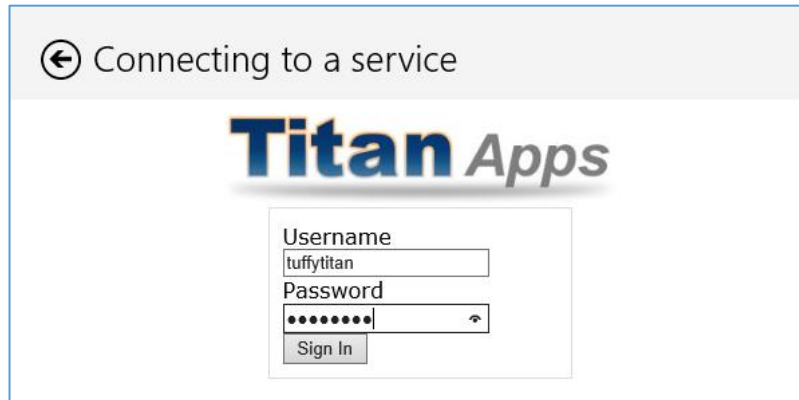
A window will appear. Enter your full @csu.fullerton.edu e-mail address and click **Next**.



Step Six

You will be prompted to log in through the Titan Apps page. Enter your **Campus Username/Password** to login.


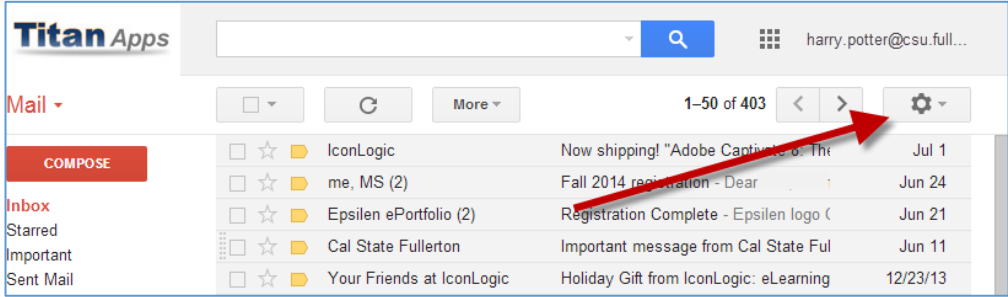
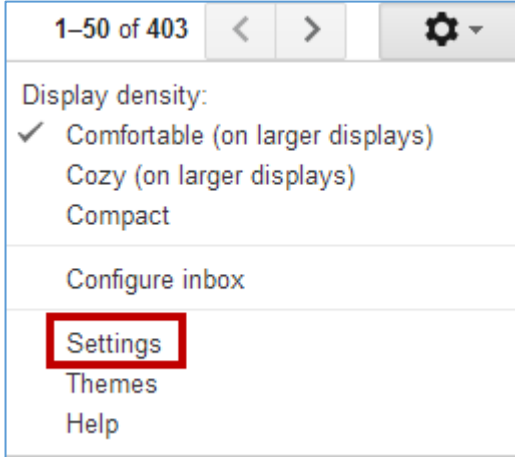
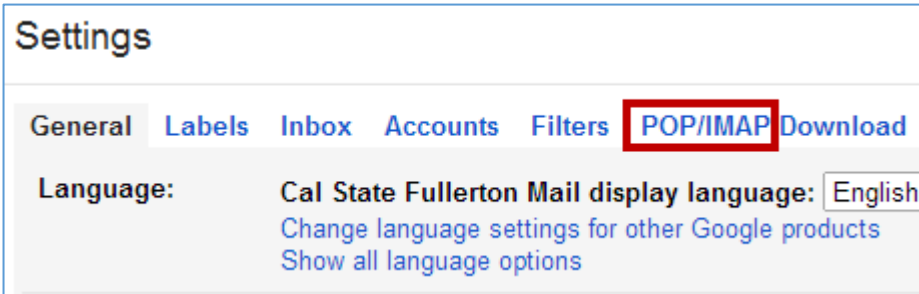
Click **Sign In** to finish adding your student e-mail account to the Windows Mail app. It may take a moment for your emails (and calendar, contacts, etc.) to be synced to your device.



Microsoft Outlook Instructions

Please follow all three steps to correctly setup your student email on Microsoft Outlook.

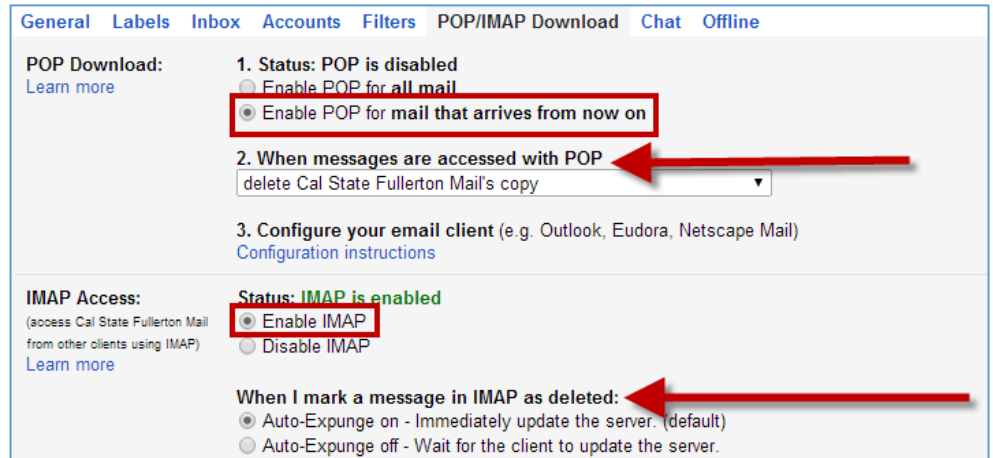
Step 1: Enable POP/IMAP on your Student Email Account

Steps	Images
<p>Step One</p> <p>Login to your CSUF student email account and click on the Settings icon () at the far right.</p>	 <p>The screenshot shows the Titan Apps interface for a student email account (harry.potter@csu.full...). The settings gear icon is highlighted with a red arrow.</p>
<p>Step Two</p> <p>Select Settings from the drop-down menu.</p>	 <p>The screenshot shows the settings dropdown menu with the following options: Display density (Comfortable, Cozy, Compact), Configure inbox, Settings (highlighted with a red box), Themes, and Help.</p>
<p>Step Three</p> <p>Select the IMAP/POP menu.</p>	 <p>The screenshot shows the Settings page with the following tabs: General, Labels, Inbox, Accounts, Filters, POP/IMAP (highlighted with a red box), and Download. The POP/IMAP section is partially visible, showing the language setting for Cal State Fullerton Mail.</p>

Step Four

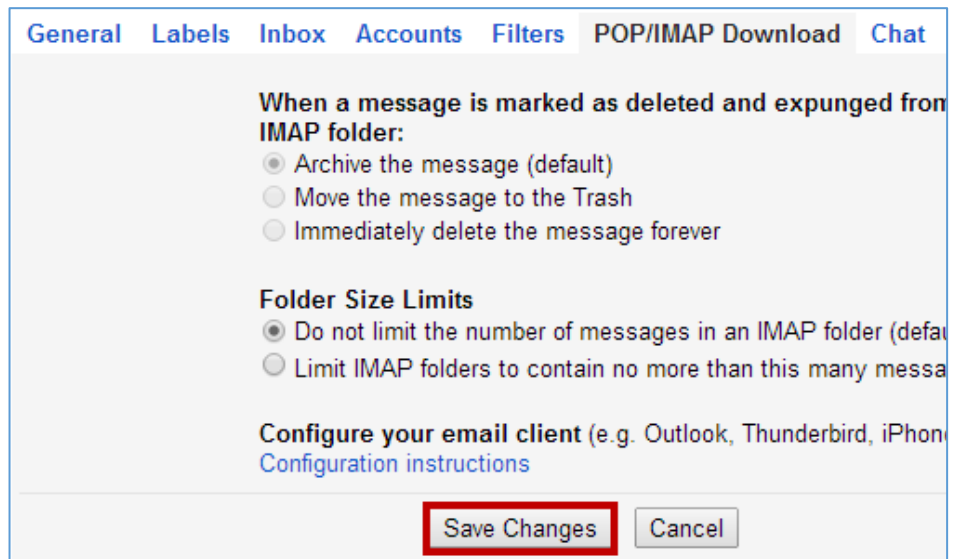
In the POP Download section, click **Enable POP for mail that arrives from now on**. In the IMAP Access section, click **Enable IMAP**.

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.

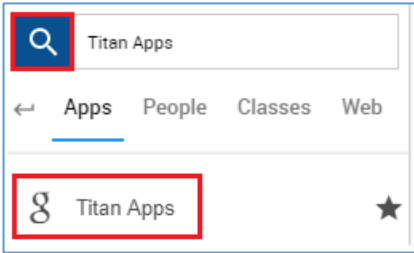
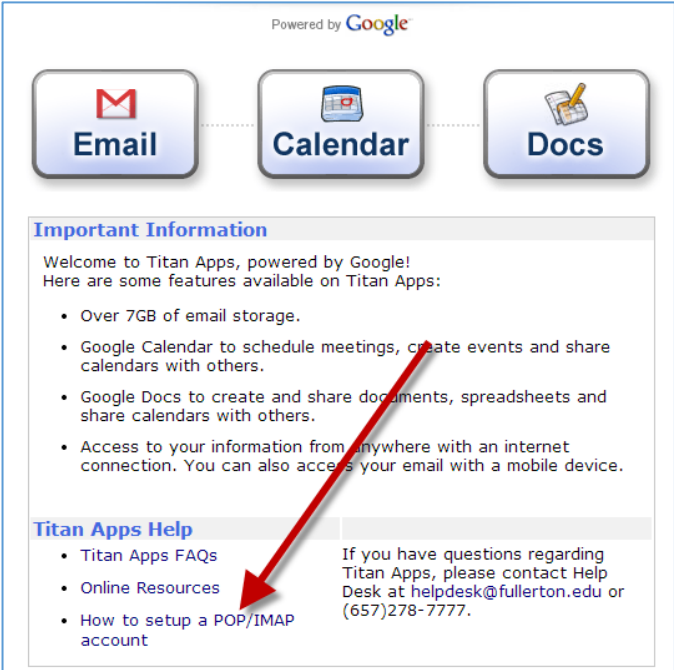
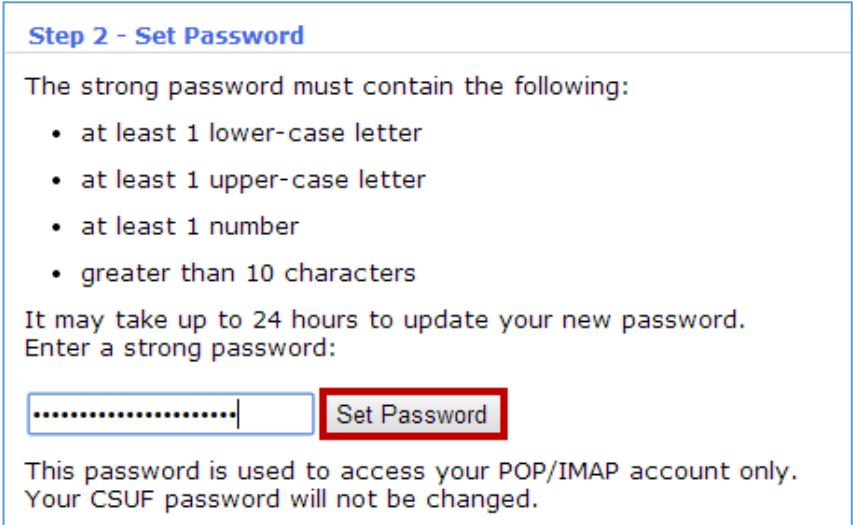


Step Five

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

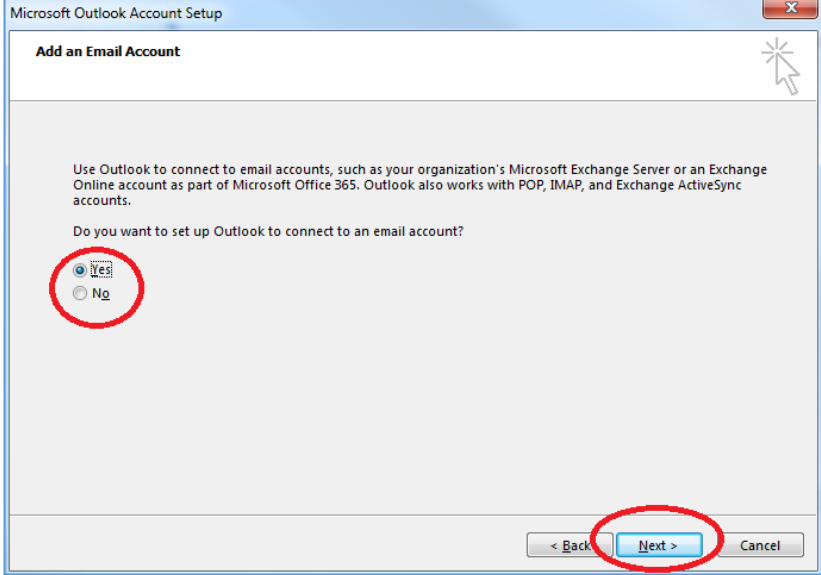
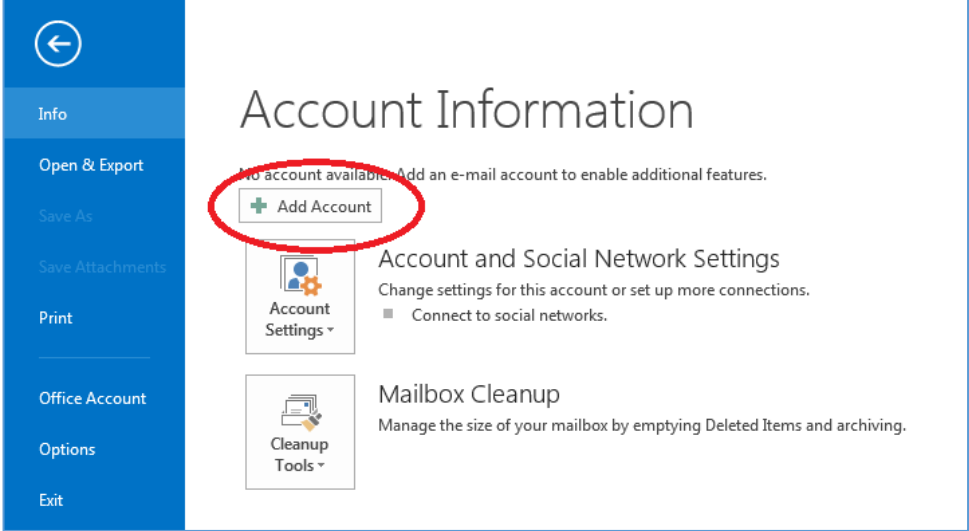


Step 2: Set a POP/IMAP Password

Steps	Images
<p>Step One</p> <p>Login to your Student Portal.</p> <p>On the search bar on the left hand side, search for Titan Apps and then click on the link.</p>	
<p>Step Two</p> <p>Click on How to setup a POP/IMAP account.</p>	
<p>Step Three</p> <p>In the <i>Step 2 – Set Password</i> section, enter a strong password that meets the listed requirements and then click Set Password.</p> <p>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 <i>change</i> your student email/portal password.</p> <p>Once the password has been set, it may take 10 minutes to 24 hours to update the system</p>	

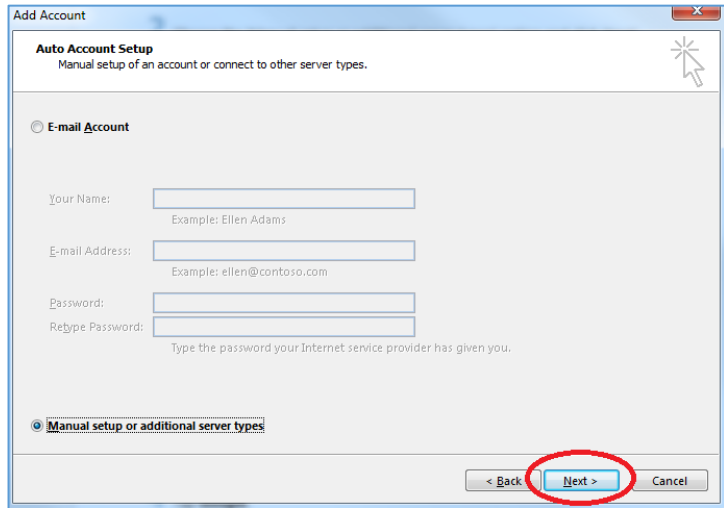
Step 3: Add Your Student Email Account to Microsoft Outlook

NOTE: These screenshots were used on a Microsoft Outlook 2013 but should still be compatible with Microsoft Outlook 2016.

Steps	Images
<p>Step One</p> <hr/> <p>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.</p> <p>NOTE: You may also click on File and under the Info section you can click on Add Account to proceed to the next step.</p>	 

Step Two

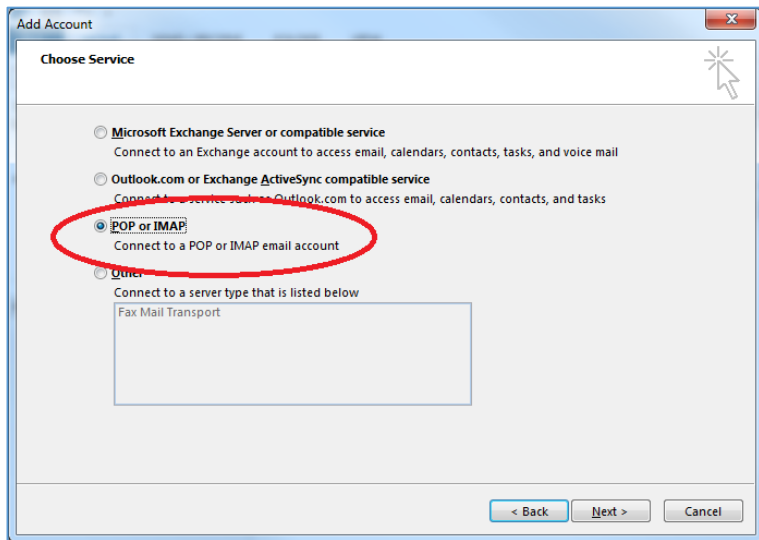
Choose the **Manual setup or additional server types** option and click **Next**.



Step Three

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**.



Step Four

Enter the following information to configure the email settings:

Account Type: IMAP

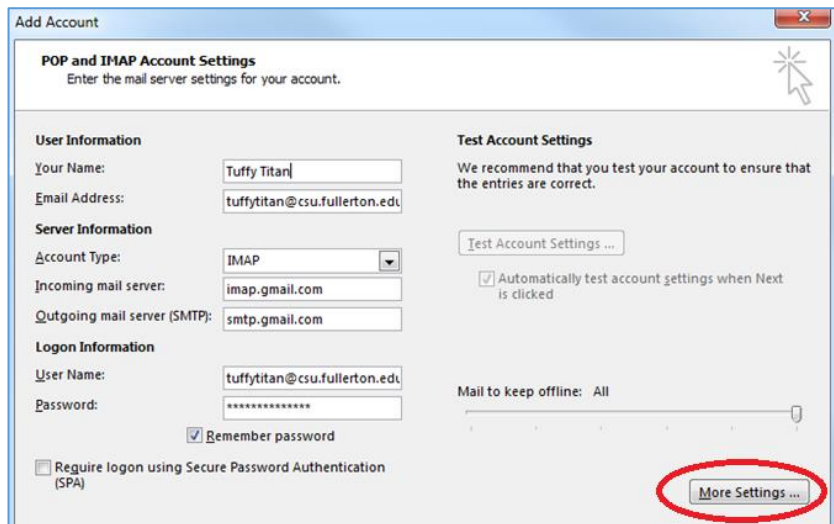
Incoming Server: imap.gmail.com

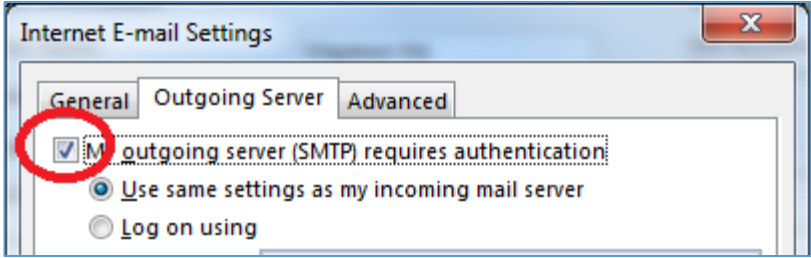
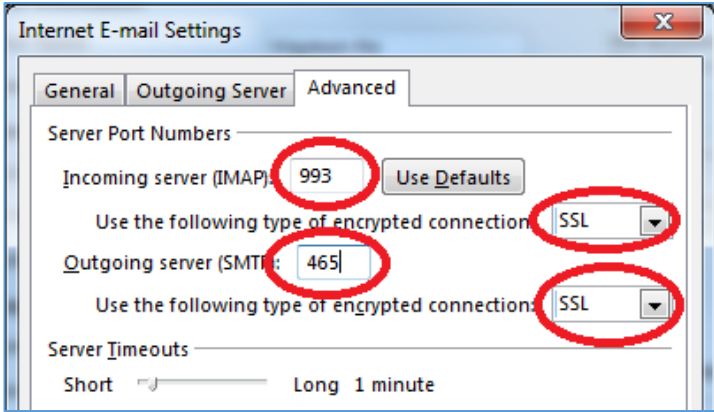
Outgoing Server: smtp.gmail.com

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

Password: one created in Part 2 above

Click on **More Settings**



<p>Step Five</p> <p>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.</p>	
<p>Step Six</p> <p>Under Advanced tab</p> <p>Change the Incoming Server (IMAP) port to 993, and the Outgoing Server (SMTP) to 465.</p> <p>Make sure both types of encrypted connections are changed to SSL. Once you are finished, click 'OK'.</p> <p>Click OK</p> <p>Click Next. Once your account credentials are verified, your account should be added.</p> <p>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.</p>	

Need more help?

Visit the Student Genius Center 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.