How do I Set up my bMail Account in Outlook 2013?

Adding bConnected to Outlook is a relatively simple procedure that when completed should enable you to access your account from within the mail client.

BEFORE YOU START

- **Set a bConnected key**
  If you have not already created a bConnected key, do so now by following the instructions here (link). You will need the key to complete the steps in this article.

- **Enable IMAP**
  Before you can setup bConnected in Outlook, you need to enable IMAP in the bConnected Settings. For instructions on how to enable IMAP, click here.

Adding bConnected to Outlook

1.) Open Outlook.

2.) Click on **File** in the top left hand corner.

3.) Outlook will take you to the **Account Information** page. Click on the **Add Account** button.
4.) In the resulting dialog box, click the Manual setup or additional server types radio button and then click Next.

5.) In the Choose Service dialog, click on the POP or IMAP radio button.
6.) Enter the information as requested as follows:

**USER INFORMATION**
Your Name: Enter your name
Email Address: Enter your bConnected email address

**SERVER INFORMATION**
Account Type: IMAP (select from drop down button)
Incoming mail server: imap.gmail.com
Outgoing mail server: smtp.gmail.com

**LOGON INFORMATION**
User Name: Enter your bConnected email address
Password: Enter your bConnected password

Click on More Settings when done.
7.) In the resulting **Internet E-mail Settings** box, click on the **Outgoing Server** tab and check the box for **My outgoing server (SMTP) requires authentication**.

Click on the **Use same settings as my incoming mail server** radio button.

8.) Still in the same dialog box, go now to the **Advanced** tab and enter the following information:

**SERVER PORT NUMBERS**

- **Incoming server (IMAP):** 993
- **Use the following type of encrypted connection:** SSL (*select from drop down*)

- **Outgoing server (SMTP):** 587
- **Use the following type of encrypted connection:** TLS (*select from drop down*)
Click OK when done.

9.) You should now be back in the Add Account dialog box. Click Next.

10.) Outlook will now test your connection.
11.) If the test is successful, you will see this dialog box with the **You’re all set** message. Click Finish.

If the test fails, go back and check to make sure your settings were entered correctly and re-test. If it still fails, contact helpdesk@haas.berkeley.edu for assistance.

12.) You can now access bConnected on your Outlook client