This guide is for students who want to set up their student Gmail in Outlook 2016. To acquire Outlook 2016, please [click here](#) to find instructions for using Off 365 which is provided to all McMaster students as part of their enrollment. Please follow the steps below closely to ensure that it works correctly.

1. Log in to your student mail via [studentmail.mcmaster.ca](#) in your URL bar at the top of the internet browser.

2. Click the **gear icon** in the top right of the screen and select “**Settings**” from the drop down.
3. Select “Forwarding and POP/IMAP” and select “Enable IMAP”

4. Click the circle with your initial in the top right of the page and select “My Account”
5. Select the left-most option “Sign-in & security”

6. Scroll to the bottom of the page and change “Allow less secure apps:” to the “ON” position
7. Select the Start Menu from the **bottom-left** of your desktop:

8. Type “**Control Panel**” and select it from the Start Menu:
9. Click “View by: Category” and change it to “Small icons”

10. Select “Mail” from the list
11. **Note:** This may not appear. If it does, add in “Outlook” as the Profile Name and click “OK”

![Outlook Profile settings](image)

12. Select “E-Mail Accounts...”

![E-Mail Accounts settings](image)

13. Click “New...” on the left-hand side of the box
14. Select “Manually configure server settings or additional server types” and click next

15. Select any of the options that contain “POP or IMAP server” and click next
16. Enter your information similar to the format below. Ensure everything is typed correctly and DO NOT CLICK NEXT. **Note:** You would change “Your Name”, “E-mail Address”, “User Name”, and your password will be the same as it would be on the web browser. **Before clicking next** click “More Settings...” in the lower-right side of the box.

![Image of Add New Account window with User Information and Server Information filled in]

17. Select “**Outgoing Server**” and “**Advanced**” and ensure your configuration matches that below, then click OK.

![Image of Internet E-mail Settings with Outgoing Server and Advanced settings configured]

18. Now you can click next on “Add New Account” box, and the following box should appear. Once both tasks complete, you can close this box and your email should work in Outlook 2016.

If you get to this step, and there is an error. Try to go through the process again, and ensure everything was closely followed. If you are still having difficulty, please navigate to this page:

[link]http://www.mcmaster.ca/uts/help/quicksupport.html# and click Download UTS QuickSupport:

Run the program. It should appear with an ID # and a Password # which you can provide to us to we can remote desktop and help you through the configuration set-up. Please call us at 905-525-9140 x.24357