DavisMail - Outlook 2011 (for Mac) Configuration


Question

How do I setup my DavisMail account using an Outlook 2011 for Mac?

Overview

Important: If you plan to access your DavisMail on a mobile device or an email application please visit this article. You must follow the steps outlined in that article before proceeding to configure your account.

Outside of the UC Davis branding, your DavisMail account is identical in function to Gmail.

We understand that many DavisMail users also have personal Google Apps accounts, you can sign-in to multiple accounts or toggle between them. For more information, please see Google’s documentation.

Answer

1. Select Accounts from the Tools menu.
2. In the Accounts window, click on the E-mail Account icon to get started.
3. Enter the name you would like to be displayed on all outgoing email messages and your full UC Davis email address (ex. joecool@ucdavis.edu).
4. If the Configure automatically box.
5. If the account does not automatically configure, enter the full account information for your email account.
6. When you've entered all of the appropriate information you can click the Add Account button.

Personal Information

1. Account name: Enter your email address.
2. Password: Your GOOG passphrase.
3. User name: Your full UC Davis email address.
4. Type: IMAP
5. Incoming server: imap.gmail.com
   - Make sure the box is checked for Use SSL to connect (recommended).
   - The port should read 993

1. Outgoing server: smtp.gmail.com
2. Make sure the box is checked for Use SSL to connect (recommended)
3. Set the port to 587

And lastly, click on More Options... and set Authentication for smtp.gmail.com to Use Incoming Server Info.

Feedback: 

WAS THIS HELPFUL?

Yes  No
RATED 1.00
