

## Outlook Setup May 2008

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### Setting up MS Outlook for Google Services

If you use Outlook, you need to do the following. These instructions cover each and every step so you should (hopefully) be able to do it on your own. Please do this today (Monday) or tomorrow (Tuesday) if at all possible. Please try these instructions yourself first - but if you can't get it to work, give Dave Nasralla (ext 4532 this week) or myself a call.

If you don't make this transfer, you run the risk of your outgoing email not reaching other Clean Air employees or being blocked as spam before your client gets it (long story that involves some overly complicated email rules).

If you don't use Outlook (*or if you don't really like Outlook*) please just use <http://gmail.cleanair.com> (<http://mail.cleanair.com> will be turned off soon)

Use your regular user name and your CleanAir password (don't include the @cleanair.com part when you're typing in your user name)

*Technical note: the detailed instructions below are for normal Outlook setups (POP3 style connection) - it's the way your Outlook was originally set up by the IT department and staying with this normal POP3 style connection is the easiest... However, if you want to connect via IMAP you can go here for instructions: <http://mail.google.com/support/bin/answer.py?answer=77661> IMAP does offer some advantages in terms of calendar and contact sharing and syncing with other devices and with other people but I hesitate to recommend it right now because I currently don't have the resources to help everyone transfer over their settings.*

### Other programs (if you aren't using Outlook)

(if these instructions mention putting in your email address as user@gmail.com, you'll need to change it to user@cleanair.com)

Outlook 2003 (POP): <http://mail.google.com/support/bin/answer.py?answer=13278&topic=12917>

Outlook 2003 (IMAP): <http://mail.google.com/support/bin/answer.py?answer=77661&topic=12920>

Apple Mail 2.0 (IMAP): <http://mail.google.com/support/bin/answer.py?answer=77663&topic=12814>

Apple Mail 3.0 (POP): <http://mail.google.com/support/bin/answer.py?answer=13275>

Apple Mail 3.0 (IMAP): <http://mail.google.com/support/bin/answer.py?answer=81379&topic=12814>

Thunderbird (POP3): <http://mail.google.com/support/bin/answer.py?answer=38343>

Thunderbird (SMTP): <http://mail.google.com/support/bin/answer.py?answer=77662>

BlackBerry: <http://mail.google.com/support/bin/answer.py?answer=14748>

SnapperMail (POP3): <http://mail.google.com/support/bin/answer.py?answer=14043>

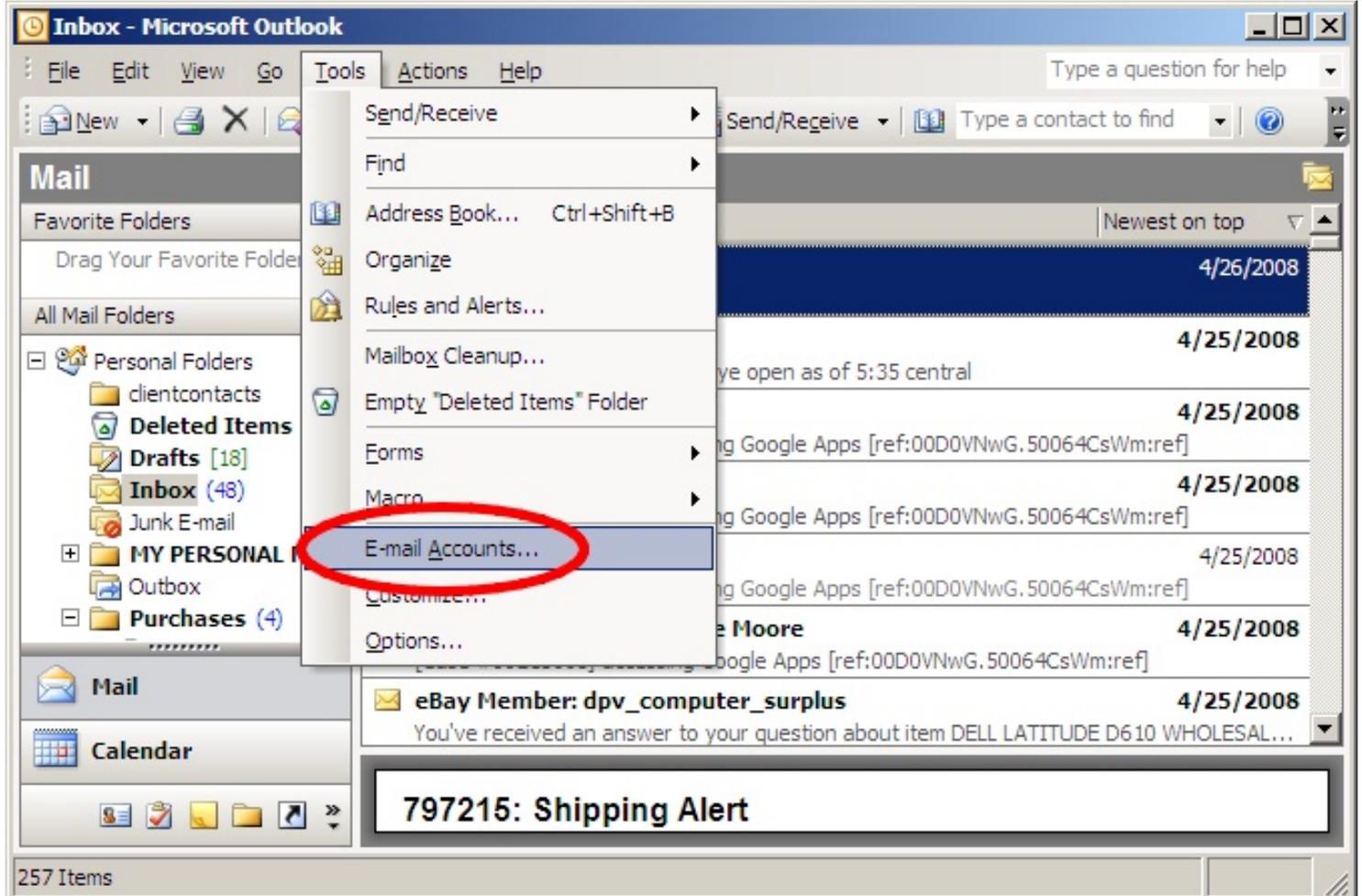
SnapperMail (IMAP): <https://mail.google.com/support/bin/answer.py?answer=80802>

Windows Mobile 5 (IMAP): <https://mail.google.com/support/bin/answer.py?answer=10149>

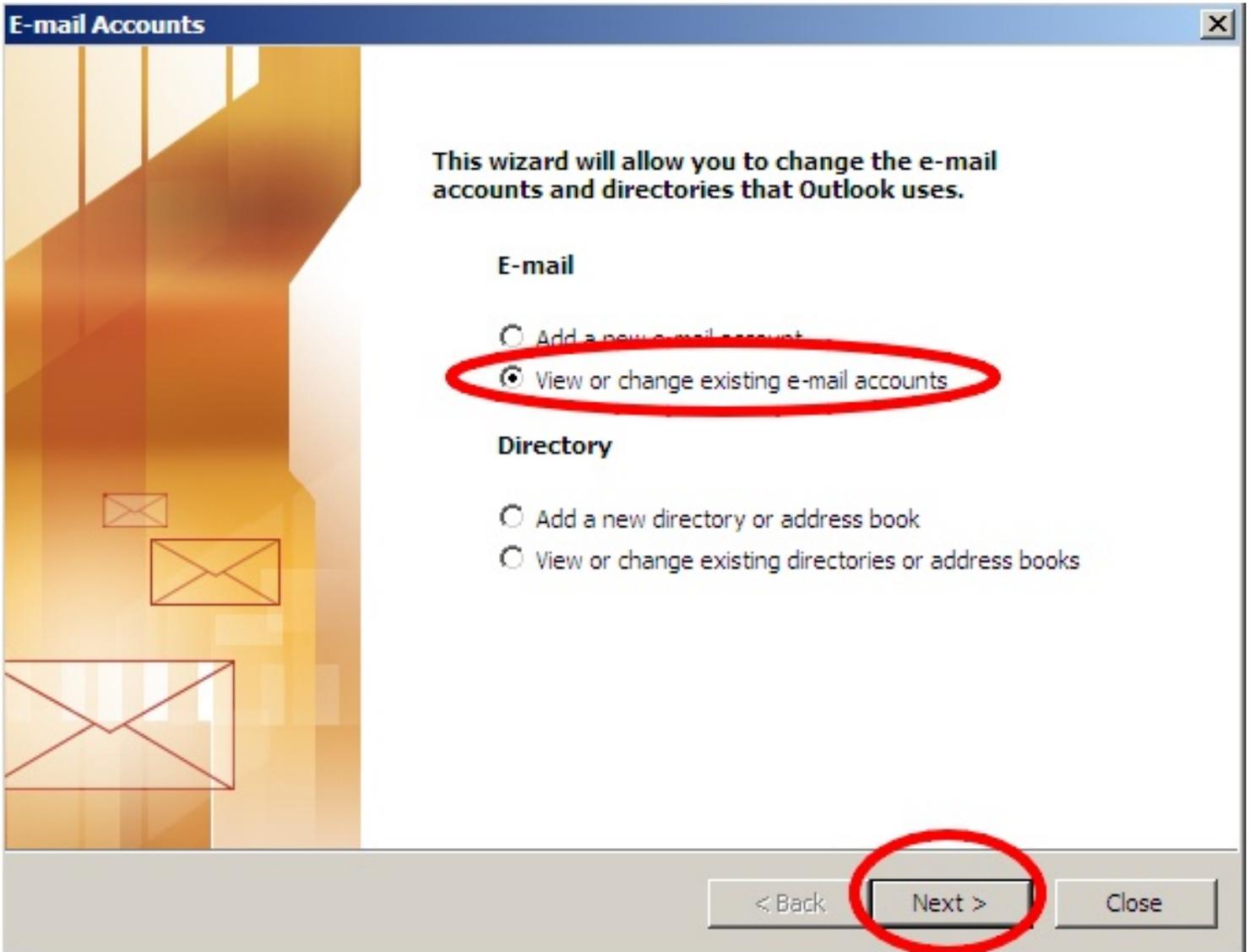
Windows Mobile 6 (IMAP): <https://mail.google.com/support/bin/answer.py?answer=78886>

Other (POP3): <http://mail.google.com/support/bin/answer.py?answer=13287>

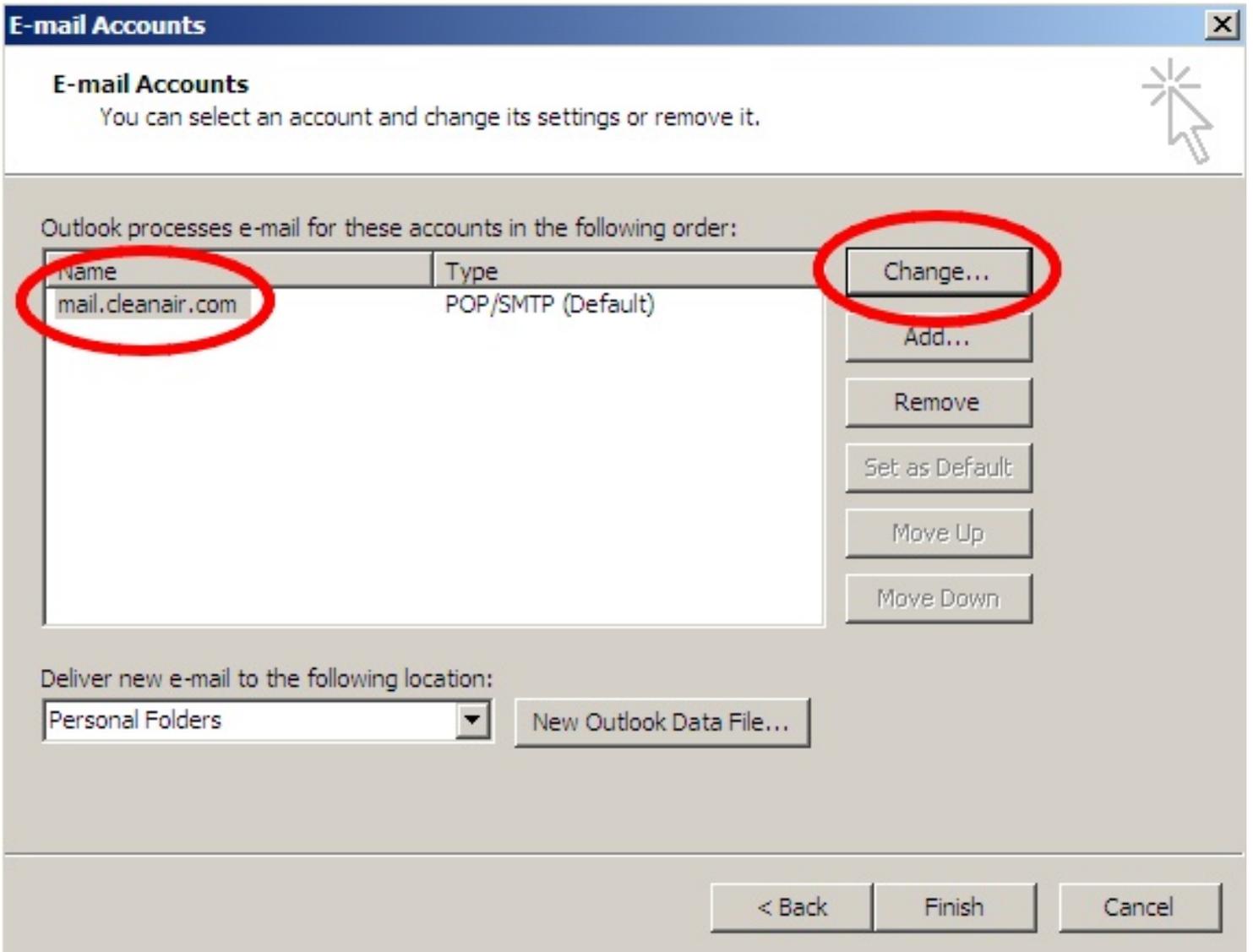
Other (IMAP): <http://mail.google.com/support/bin/answer.py?answer=78799>



In Outlook, go to Tools: Email Accounts



Select "View or Change Existing..." and click the next button.



Select your account (most likely called "mail.cleanair.com" or your user name) and click "Change".

**E-mail Accounts** [X]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

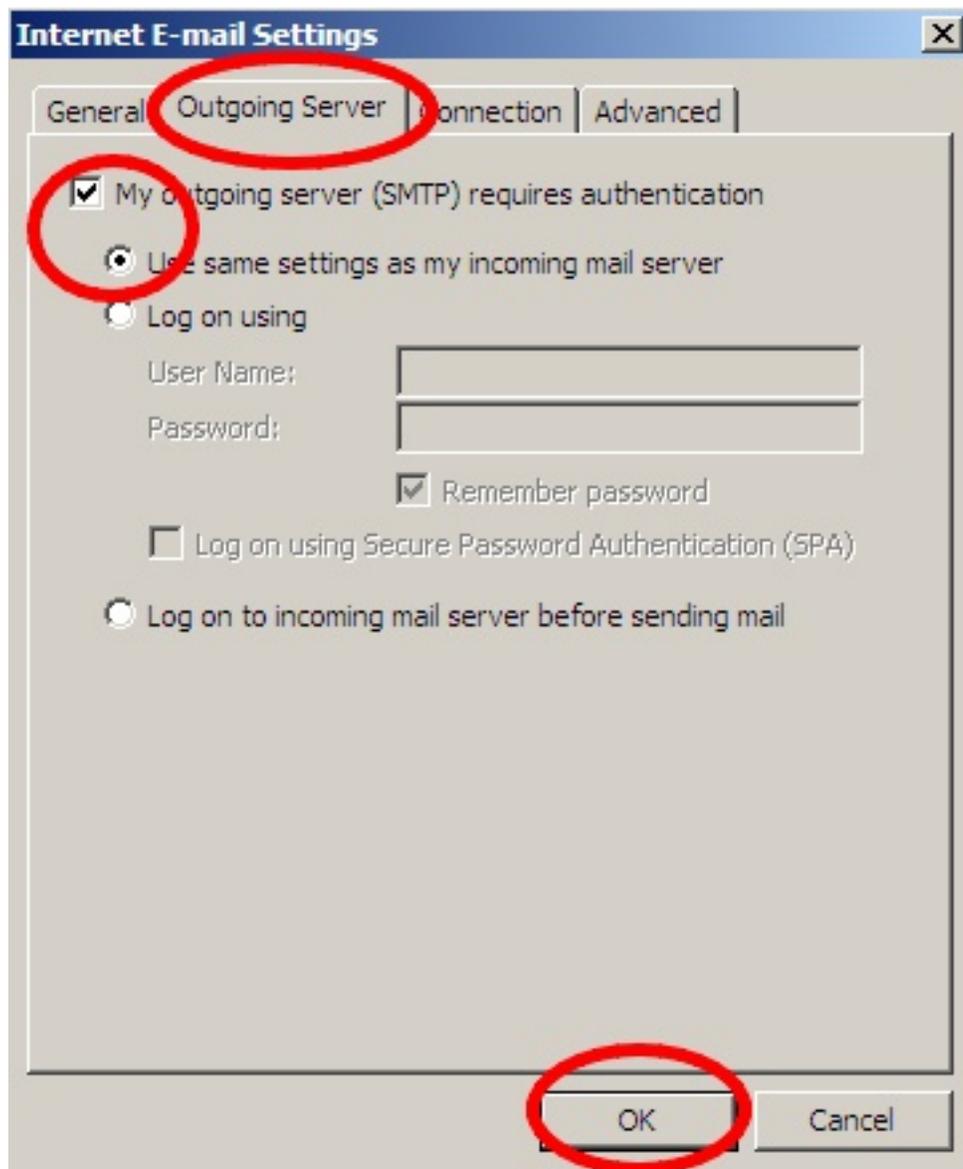
Remember password

Log on using Secure Password Authentication (SPA)

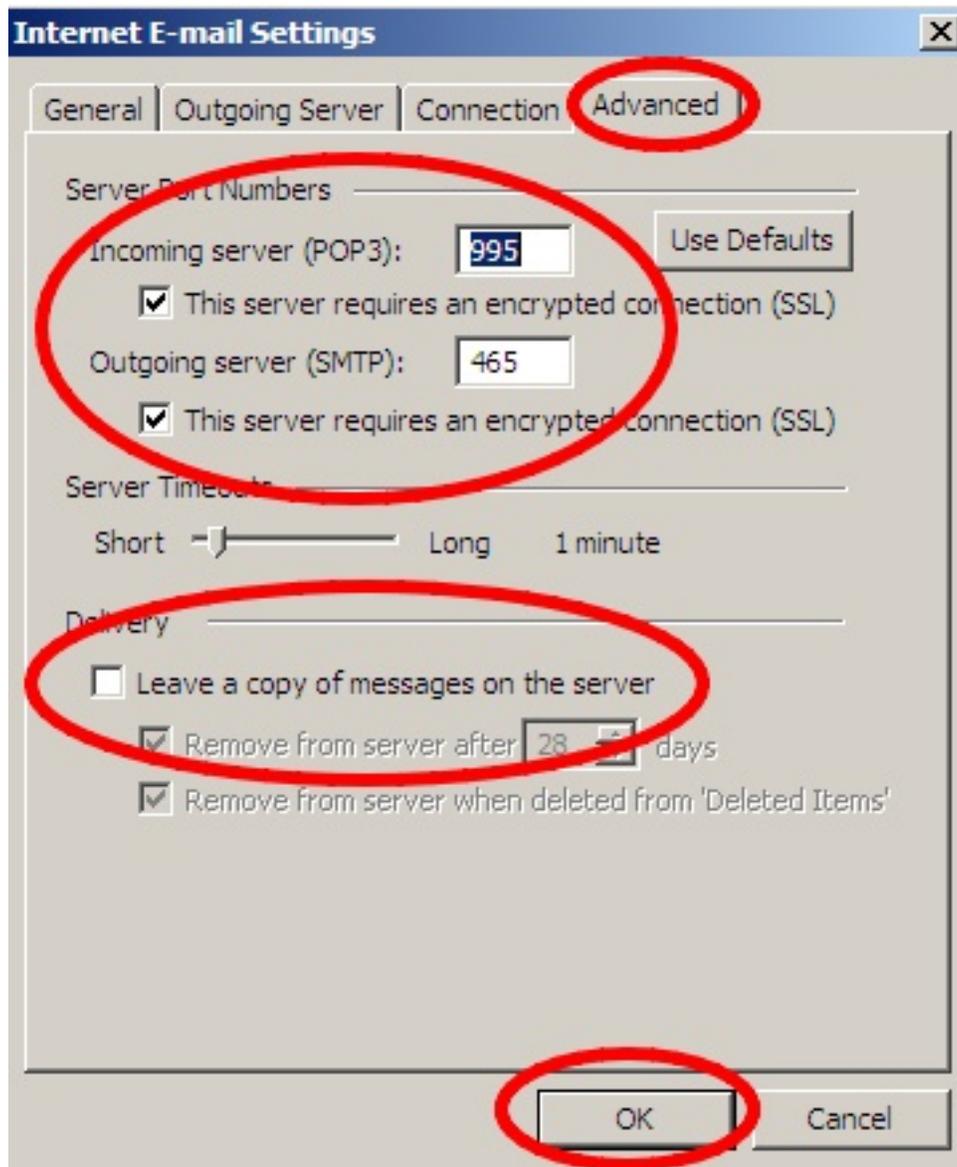
**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

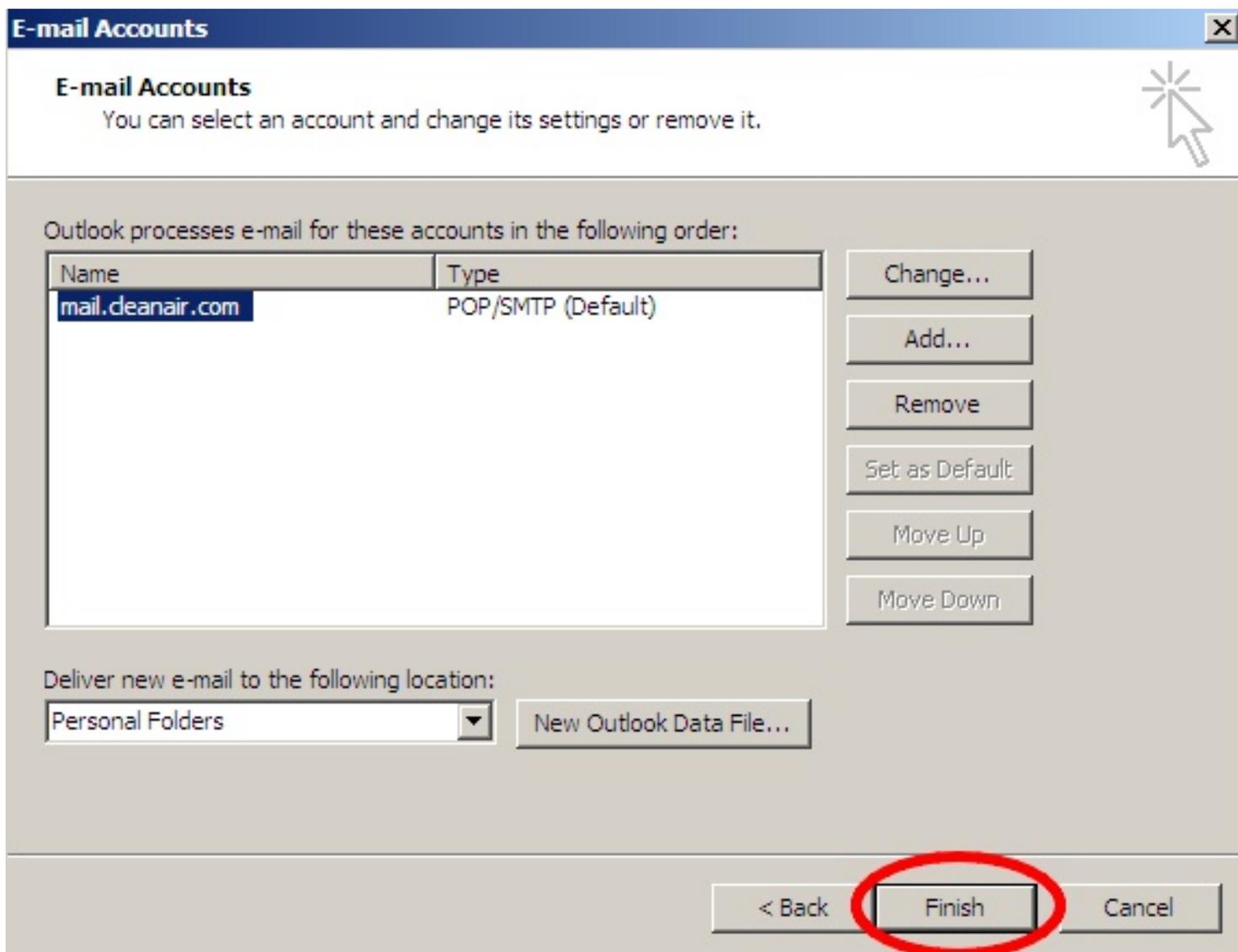
1. Change your user name to your regular email address (first initial, last name, @cleanair.com)
2. Change the Incoming and Outgoing mail as shown above
3. Click "More Settings"



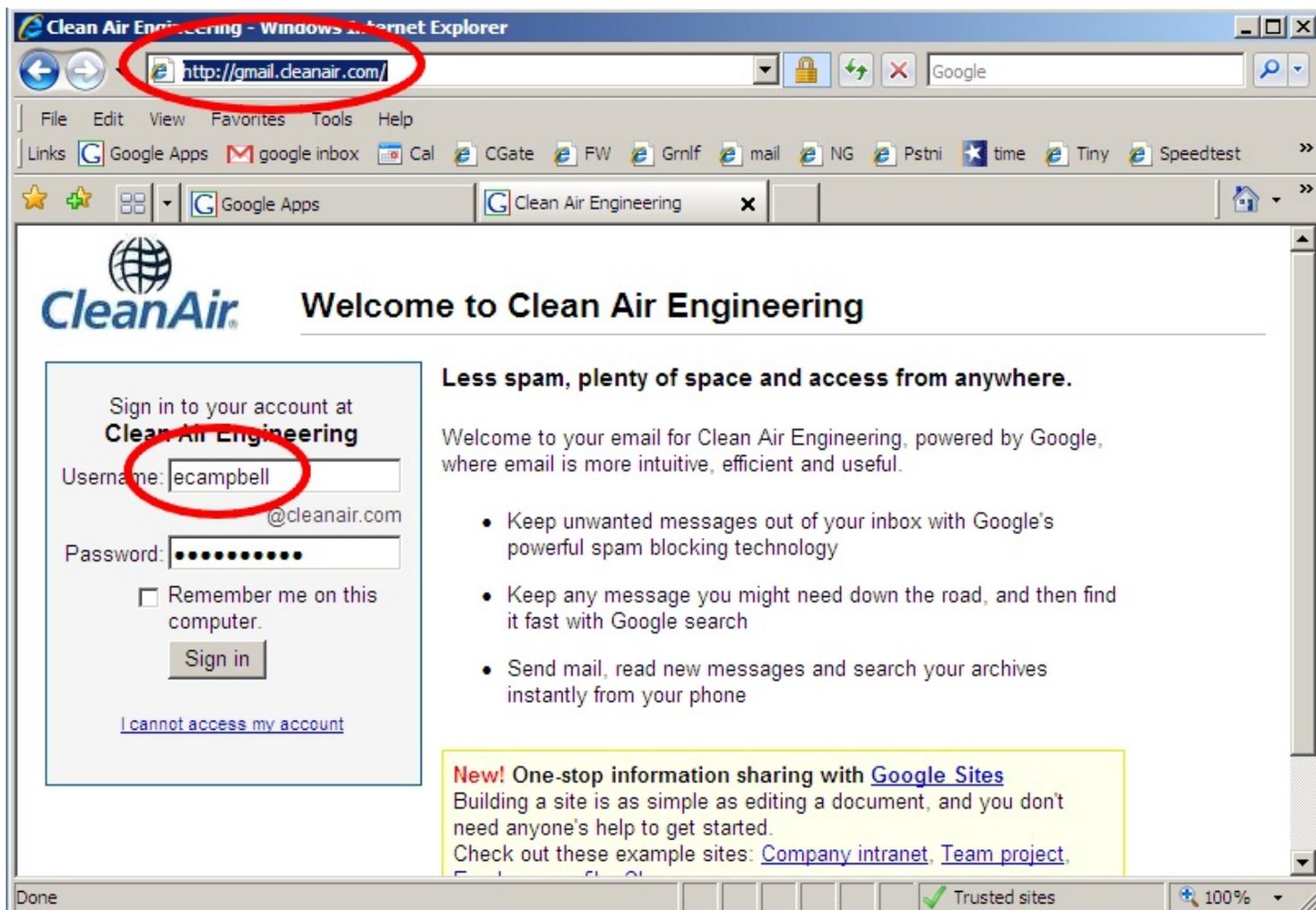
Outgoing Server tab: Check "My outgoing server (smtp) requires authentication", select "Use same settings as my incoming mail server"



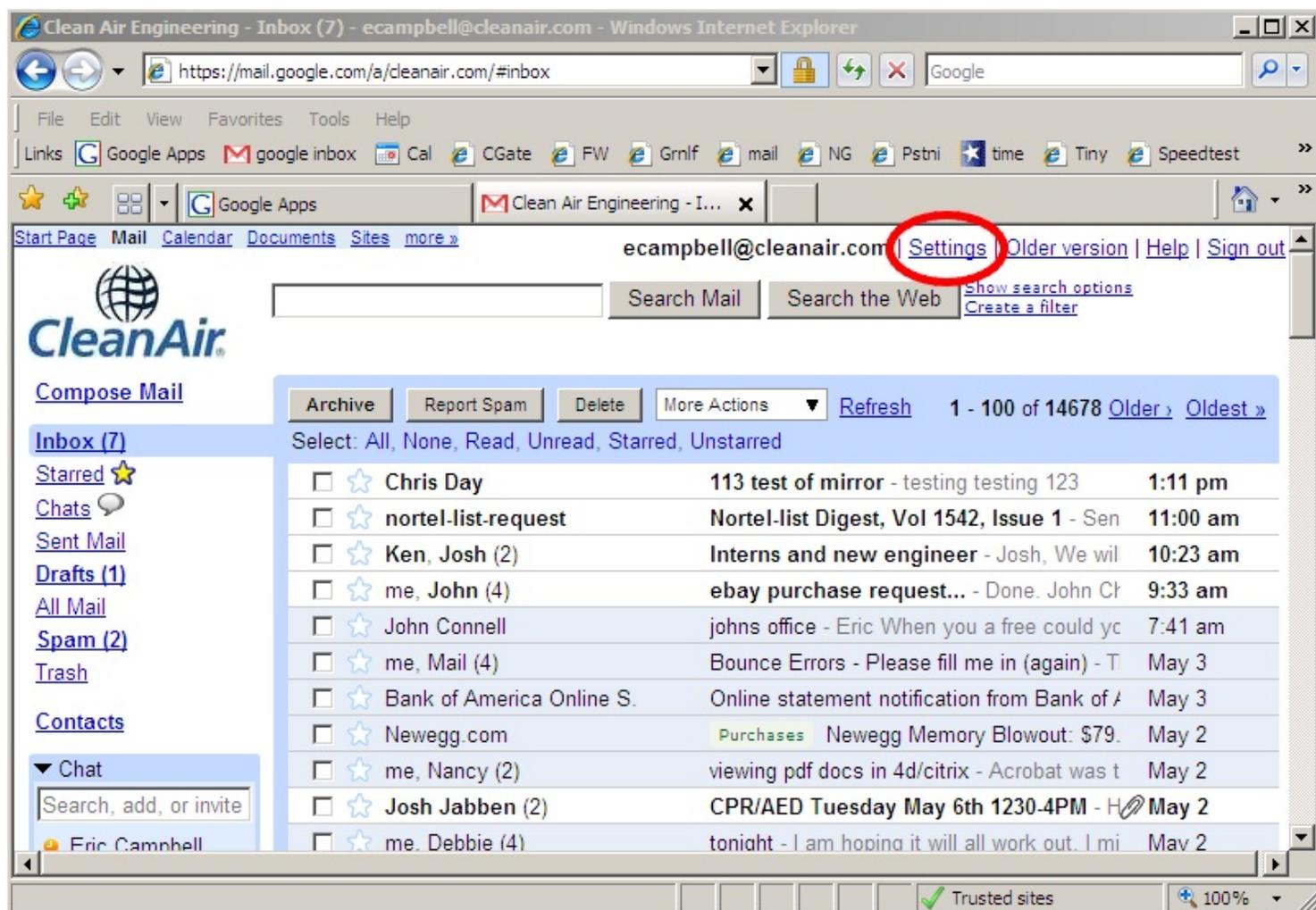
Advanced tab: adjust settings as shown in this picture (check the encryption boxes, UNCHECK the "leave a copy of messages on the server" and change the port numbers)



Click Finish (...and now you MUST go to <http://gmail.cleanair.com> and make a setting change for Outlook to continue working correctly -- ie keep reading)



Go to <http://gmail.cleanair.com> and log in as shown above



Once you're logged in, click "Settings" as shown above.

Clean Air Engineering - Settings - ecampbell@cleanair.com - Windows Internet Explorer

https://mail.google.com/a/cleanair.com/#settings/fwdandpop

ecampbell@cleanair.com | [Settings](#) | [Older version](#) | [Help](#) | [Sign out](#)

### Settings

[General](#) | [Accounts](#) | [Labels](#) | [Filters](#) | **Forwarding and POP/IMAP** | [Chat](#) | [Web Clips](#)

**Forwarding:**

- Disable forwarding
- Forward a copy of incoming mail to  and

Tip: You can also forward only some of your mail by [creating a filter!](#)

**POP Download:** [Learn more](#)

- Status: POP is enabled** for all mail that has arrived since 8/18/04
  - Enable POP for all mail (even mail that's already been downloaded)
  - Enable POP for mail that arrives from now on
  - Disable POP
- When messages are accessed with POP**
- Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)  
[Configuration instructions](#)

**IMAP Access:** (access Clean Air Engineering from other clients using IMAP) [Learn more](#)

- Status: IMAP is disabled**
  - Enable IMAP
  - Disable IMAP
- Configure your email client** (e.g. Outlook, Thunderbird, iPhone)  
[Configuration instructions](#)

1. Click "Forwarding and POP/IMAP"
2. Enable POP for **mail that arrives from now on** (otherwise you'll have a lot of old duplicates)
3. Keep Clean Air's copy in the Inbox
4. Save Changes.

Outlook should now pick up and send email correctly