

**PRESENTATION FOR INTEGRATION OF GOOGLE
APPS EMAIL ACCOUNTS WITH MS OUTLOOK**

We Welcome You to



**Guidelines for Integrating Google Apps Email
Accounts with MS Outlook 2003**



1) What Is Google Apps Email Account?

Google Apps is a web service from Google that integrates your domain with several Google products including: Gmail, Google Calendar, Chat, Talk, and Google Docs. These applications empower you to communicate, create, and collaborate easily and efficiently with your customers and your staff members. Since all the applications are kept online, there is nothing to download, and you and your staff members can access their Email Accounts from any internet enabled computer.

Using your domain, Google Apps Email enables you to create your own user email accounts (myname@mydomainname.com) which are hosted on Goggle apps servers. You get 2 GB of space per account for up to 100 users. The Ashi Avalon Team has created and integrated Google Apps with your company's Domain Name. By default, we have created Google Apps Admin and 3 other User Email Accounts for your company.

Please click on or copy & paste the below link into your browser address bar for viewing a Presentation on Google Apps Overview & Email Setup Guidelines.

http://docs.google.com/TeamPresent?docid=dndp95b_622chnwjg&skipauth=true

2) What Is MS Outlook?

Microsoft Outlook or MS Outlook is a personal information manager from Microsoft, and is a part of the Microsoft Office suite. As a personal information management tool, its purpose is to facilitate the recording, tracking, and management of personal information such as Emails, Notes, Address Books, Task Lists, Calendar, Reminders etc.

Primarily it is used as an Email Application where you can access your POP3 (Post Office Protocol), IMAP (Internet Message Access Protocol) and client access (MAPI) to Microsoft Exchange Email Accounts as well as other web based Email Accounts such as Hotmail, Yahoo, Gmail etc.

3) How To Integrate Your Google Apps Email Accounts With MS Outlook?

You can integrate your Google Apps User Email Accounts with your MS Outlook by following the below outlined steps. This is a two way process which initially requires changes in the settings of your Google Apps Email Account and then subsequently the configuration of that Email Account in your MS Outlook. Please note we have used Outlook 2003 for our presentation, if you are using a different version of MS Outlook – the procedure is similar.

4) How To Change Settings of Your Google Apps Email Accounts?

You need to follow the following procedure to change the settings of your Google Apps User Email Account to receive and send messages through MS Outlook for a particular Email Account.

Step 1 of 3

Getting Started With Google Apps Email User Account:

Ashi Avalon has already customized your Google Apps Email Home Page with your Company Name & Logo. **To Check your Emails**, please open your Google Apps Login Page by entering your **Domain Name** followed by **/email** in your web browser.

www.MyDomainName.com/email

ASHI JEWELRY - Windows Internet Explorer

WWW.ASHIJEWELRY.COM/EMAIL

ASHI JEWELRY

Welcome to ASHI JEWELRY

Sign in to your account at
ASHI JEWELRY

Username: ADMIN
@ashijewelry.com

Password: [redacted]

Remember me on this computer.

Sign in

[I cannot access my account](#)

Less spam, plenty of space and access from anywhere.

Welcome to your email for ASHI JEWELRY, powered by Google, where email is more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

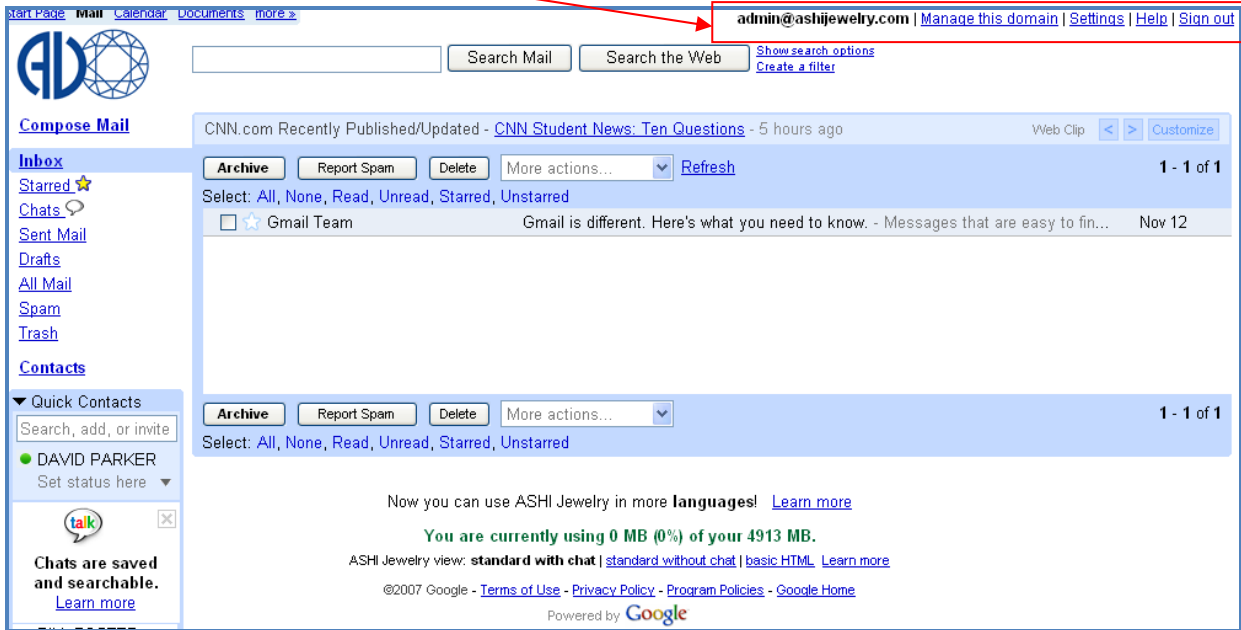
New! One-stop information sharing with Google Sites
Building a site is as simple as editing a document, and you don't need anyone's help to get started. Check out these example sites: [Company intranet](#), [Team project](#), [Employee profile](#), [Classroom](#)

***** PLEASE BE CAUTIOUS WITH CHANGING ANY SETTINGS WHEN ACCESSING THE ADMIN ACCOUNT ON THE GOOGLE APPS *****

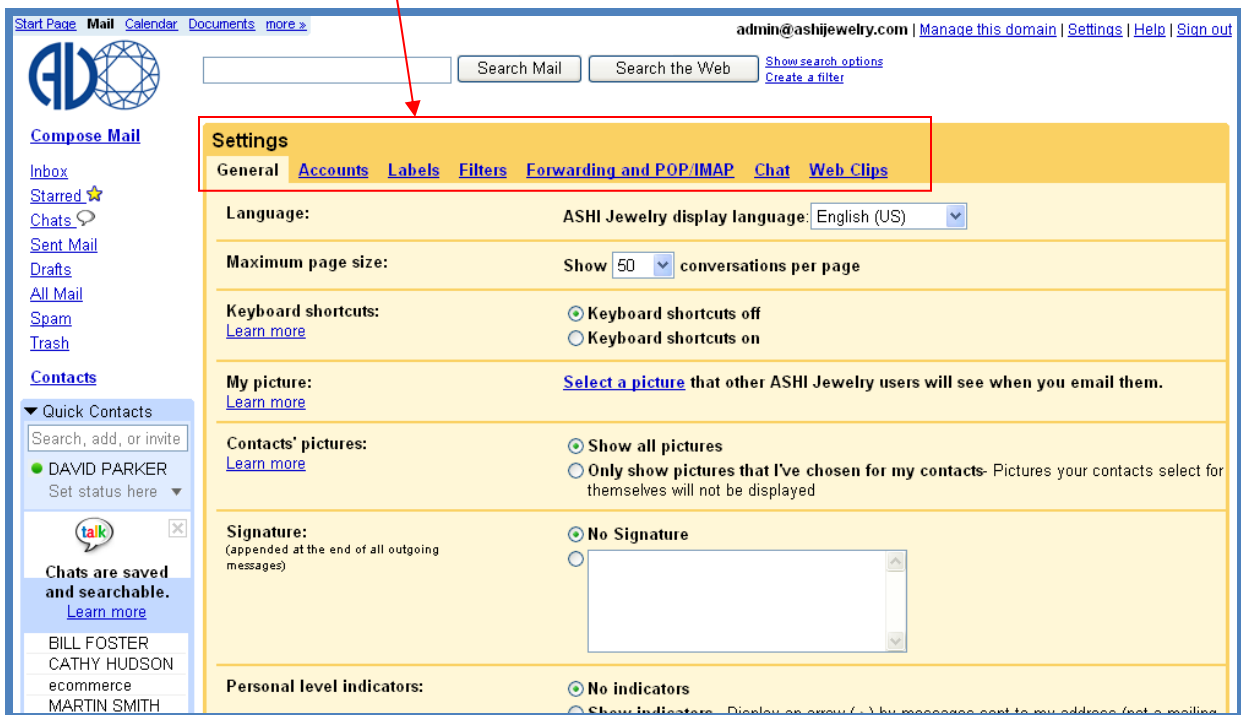
Step 2 of 3

To Get To The Settings Page Of Your Google Apps Email Account:

After signing in, you will be logged into your Email Inbox. Here you will find all the email features of Gmail and along with this; you will also get the links to Manage this Domain, Settings, Help and Sign Out.



Upon clicking the Settings link, the window displays the Settings page. This page opens by default with the General Tab. Links for other Tabs are also available.



Step 3 of 3

Open The Forwarding & POP/IMAP Tab Of Your Google Apps Email Acct:

Upon opening the Forwarding and POP/IMAP tab link, the window displays three sections on this page. You can select either 'Enable POP for all mail' in the POP Download section or Enable IMAP in the IMAP Access section. After the desired selection, you need to save the changes.

The screenshot shows the 'Settings' page for a Google Apps email account, specifically the 'Forwarding and POP/IMAP' tab. The page is divided into three main sections: Forwarding, POP Download, and IMAP Access. The 'Forwarding' section has radio buttons for 'Disable forwarding' (selected) and 'Forward a copy of incoming mail to' (with a text input field and a dropdown menu). The 'POP Download' section has a status of 'POP is disabled' and radio buttons for 'Enable POP for all mail' and 'Enable POP only for mail that arrives from now on'. The 'IMAP Access' section has a status of 'IMAP is disabled' and radio buttons for 'Enable IMAP' and 'Disable IMAP'. A 'Save Changes' button is highlighted with a red box. Red arrows point from the text above to the 'Forwarding and POP/IMAP' tab, the 'Enable POP for all mail' radio button, and the 'Enable IMAP' radio button.

Note that you can choose to enable both POP and IMAP at the same time. Which method you actually use will depend on how you configure your email client or MS Outlook.

Please Note: Do Not Change Any Other Settings.

Once you save the changes, you will be directed to your Email Inbox and a confirmation message for the changes will appear on the top of the screen.

How to Choose IMAP or POP?

IMAP: (Internet Message Access Protocol) is a standard protocol for accessing email from your local server. IMAP (the latest version is IMAP 4) is a client/server protocol in which e-mail is received and held for you by your Internet server. You (or your email client) can view just the heading and the sender of the letter and then decide whether to download the mail. You can also create and manipulate multiple folders or mailboxes on the server, delete messages, or search for certain parts or an entire note. IMAP requires continual access to the server during the time that you are working with your mail. IMAP can be thought of as a "remote file server".

Using IMAP, after downloading your email, the messages remain on the Gmail server (unless you choose to delete them using your preferred email client). When you create folders for storing mail in your email client, those folders will be replicated on the Gmail server. The advantage of IMAP is being able to retrieve your mail on any machine using any standard email client, including MS Outlook.

POP3: (Post Office Protocol 3) is a less sophisticated protocol where your mail is saved for you in a single mailbox on the server. When you read your mail, all of it is immediately downloaded to your computer and, except when previously arranged, no longer maintained on the server. POP3 is designed to delete mail on the server as soon as the user has downloaded it. However, some implementations allow users or an administrator to specify that mail be saved for some period of time. POP can be thought of as a "store-and-forward" service.

Using POP3, after downloading your email, the messages are removed from the Gmail server. When you create folders for storing mail in your email client, those folders will be on your machine, and not on the Gmail server. The advantage of POP3 is being able to maintain your emails on your own machine without storing them remotely.

POP3 and IMAP deal with the receiving of email from your local server and are not to be confused with Simple Mail Transfer Protocol (SMTP), a protocol used for exchanging email between points on the Internet. Typically, SMTP is used for sending only and POP3 or IMAP are used to read email.

Note that you can choose to enable both POP and IMAP at the same time. Which method you actually use will depend on how you configure your email client. The decision of which protocol to use is completely up to you.

Ashi Avalon recommends that you use the IMAP Protocol for its enhanced features as well as the ability to access & synchronize your emails on multiple devices.

5) How To Configure Your Google Apps Email Account in MS Outlook?

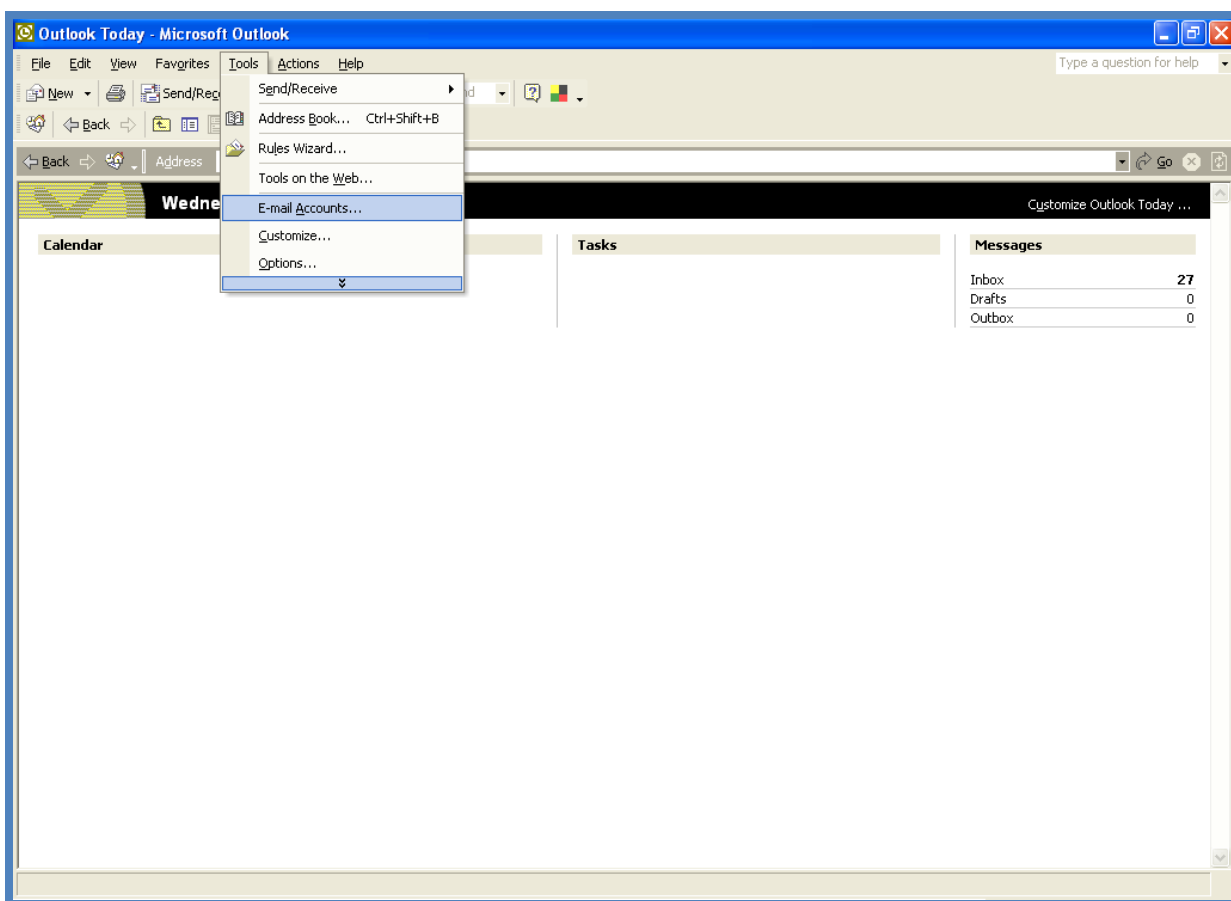
Once you change the settings of your Google Apps User Email Account by following above steps, you are required to configure that Email Account in your MS Outlook.

In this presentation, we are integrating Google Apps Email Account with MS Outlook 2003 whereas you can also configure your Email Accounts with other versions of MS Outlook.

Step 1 of 6

Open MS Outlook:

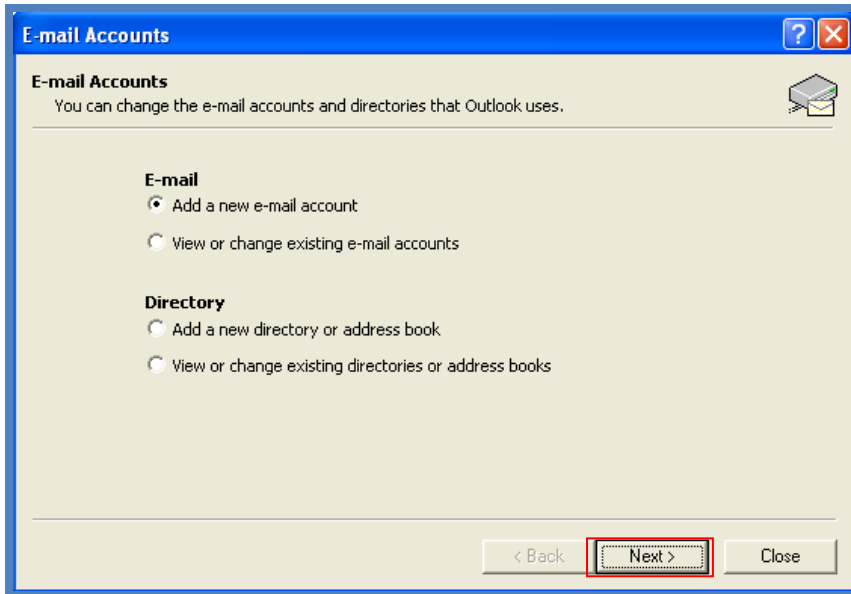
First, you will need to open your MS Outlook. You can configure your Google Apps Email Account along with any other existing POP3 email accounts already configured in your MS Outlook. Then you will need to click the Tools menu, and select E-mail Accounts...



Step 2 of 6

Add A New Email Account:

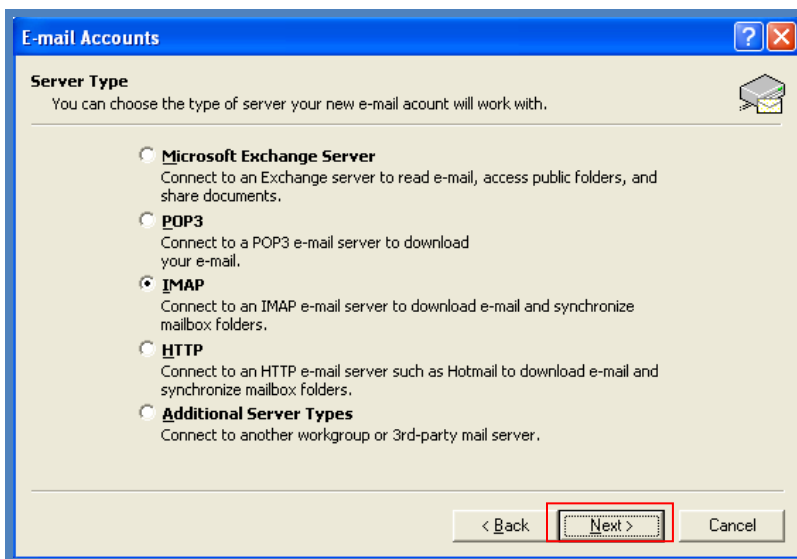
On clicking E-mail Account..., a popup window will appear containing two sections – E-mail and Directory. In the E-mail Section, you will need to choose 'Add a new e-mail account' option and then click the 'Next' button.



Step 3 of 6

Server Type:

A list of different Server Type will appear and you need to choose POP3 or IMAP and click the 'Next' button. Your choice of POP3 or IMAP will depend on your selection in settings of your Google Apps Email Account.



Step 4 of 6

E-mail Account Information:

You will need to give your E-mail information related to User, Logon, and Server etc.

The screenshot shows the 'E-mail Accounts' dialog box in MS Outlook. The title bar reads 'E-mail Accounts'. Below the title bar, it says 'Internet E-mail Settings (IMAP)' and 'Each of these settings is required to get your e-mail account working.' The dialog is divided into three sections: 'User Information', 'Server Information', and 'Logon Information'. In the 'User Information' section, 'Your Name' is 'DAVID PARKER' and 'E-mail Address' is 'ADMIN@ASHIJEWELRY.CO'. In the 'Server Information' section, 'Incoming mail server (IMAP)' is 'IMAP.GMAIL.COM' and 'Outgoing mail server (SMTP)' is 'SMTP.GMAIL.COM'. In the 'Logon Information' section, 'User Name' is 'ADMIN@ASHIJEWELRY.CO' and 'Password' is '*****'. There is a checked checkbox for 'Remember password' and an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. A 'More Settings ..' button is highlighted with a red box. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Please fill in all necessary fields to include the following information:

User Information

Your Name: Enter your name as you would like it to appear in the "From:" field of your outgoing messages from MS Outlook.

Email Address: Enter your full email address (*username@yourdomain.com*)

Server Information (Please Note: These are fixed fields & not variable)

Incoming mail server (IMAP): imap.gmail.com / **if (POP3):** pop3.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

Logon Information

User Name: Enter your Google Apps Email User Name (*username@yourdomain.com*)

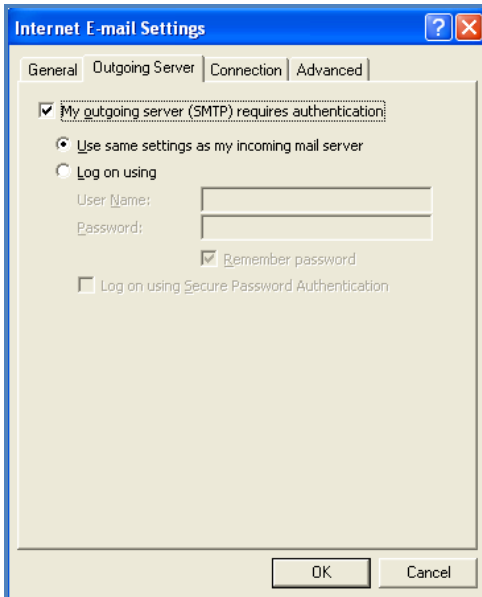
Password: Enter your Google Email Password (also check the 'Remember password' box)

Step 5 of 6

More Settings....:

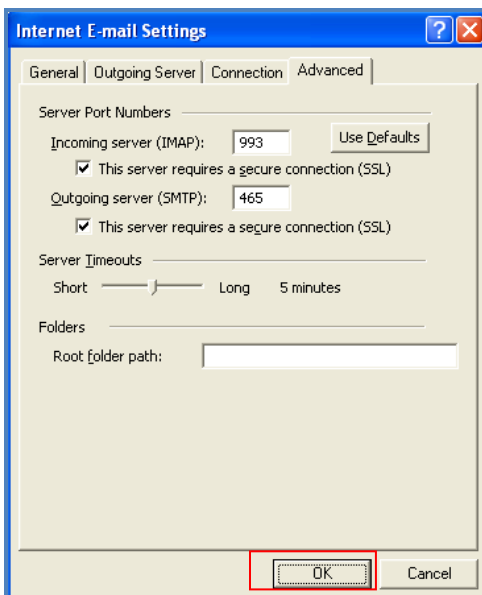
After entering all required information, you need to change your Outgoing Server and Advanced Settings by pressing 'More Settings...' button. On pressing this button, another pop up window will appear which displays the General tab by default.

You will need to click the Outgoing Server tab and check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



And then click the Advanced tab, and check both the boxes next to the **Incoming Server (IMAP) / (POP3)** and **Outgoing Server (SMTP): This server requires a secure connection (SSL)**.

Upon checking the first check box, the number will change to 993 for IMAP and 995 for POP3. You will need to manually enter 465 in the **Outgoing server (SMTP)** box. Then press the 'Ok' button.



Step 6 of 6

Finish:

After step 5, you will need to press the 'Next' button on the Email Account Information page of the pop up window.

E-mail Accounts

Internet E-mail Settings (IMAP)
Each of these settings is required to get your e-mail account working.

User Information

Your Name: DAVID PARKER
E-mail Address: ADMIN@ASHIJEWELRY.CO

Server Information

Incoming mail server (IMAP): IMAP.GMAIL.COM
Outgoing mail server (SMTP): SMTP.GMAIL.COM

Logon Information

User Name: ADMIN@ASHIJEWELRY.CO
Password: *****
 Remember password
 Log on using Secure Password Authentication (SPA)

More Settings ...

< Back **Next >** Cancel

You will then receive a confirmation message for a successful setup.

E-mail Accounts

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back **Finish**

Upon clicking the 'Finish' button, your MS Outlook will display your newly added Google Apps Email Account in the Folder List and you will be able to send & receive your Google Apps Email Messages through your MS Outlook.

In case of any queries, Please feel free to contact us at the email given below:

ASHI-ECOMMERCE@googlegroups.com

Thank You!

