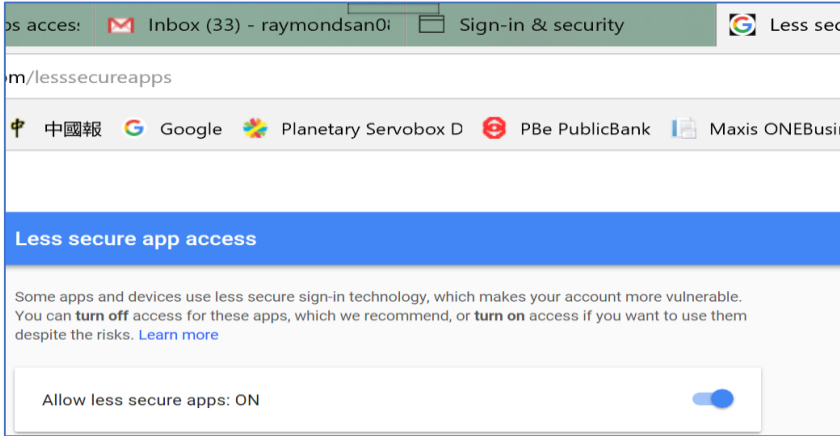
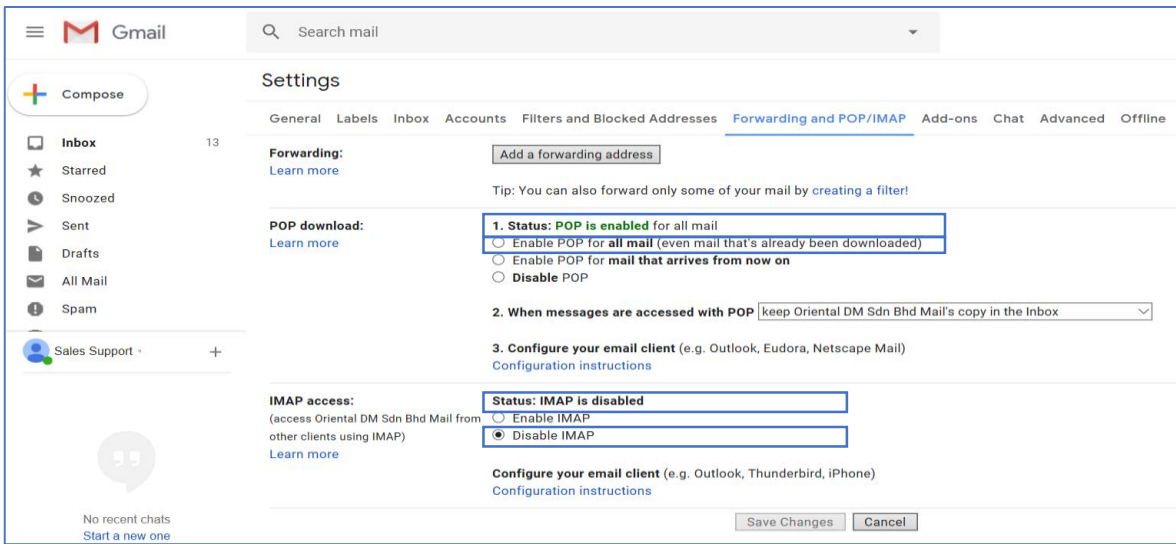


<https://myaccount.google.com/lesssecureapps>

<https://admin.google.com/oriental-dm.com/AdminHome#SecuritySettings:flyout=basic>



In order to load back old Outlook file, email setup must use Pop3 setup, cannot use IMAP



**POP Account Settings**  
raymondkerk@oriental-dm.com

**Incoming mail** ^

User name: raymondkerk@oriental-dm.com  
Password: \*\*\*\*\*  
 Remember password

Server: pop.gmail.com Port: 995

This server requires an encrypted connection (SSL/TLS)  
 Require logon using Secure Password Authentication (SPA)

**Outgoing mail** v

**POP Account Settings**  
raymondkerk@oriental-dm.com

**Incoming mail** v

**Outgoing mail** ^

Server: smtp.gmail.com Port: 465

Encryption method: SSL/TLS

Server timeouts: 1 minute

Require logon using Secure Password Authentication (SPA)  
 My outgoing (SMTP) server requires authentication

Use same settings as my incoming mail server  
 Log on using user name and password  
 Log on to incoming mail server before sending mail

### Change Account

**POP and IMAP Account Settings**  
Enter the mail server settings for your account.

**User Information**  
Your Name:   
Email Address:

**Server Information**  
Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

**Logon Information**  
User Name:   
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**  
We recommend that you test your account to ensure that the entries are correct.  
  
 Automatically test account settings when Next is clicked

### Internet E-mail Settings

General | **Outgoing Server** | Advanced

Mail Account  
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

Other User Information  
Organization:   
Reply E-mail:

### Internet E-mail Settings

General | **Outgoing Server** | Advanced

My outgoing server (SMTP) requires authentication  
 Use same settings as my incoming mail server  
 Log on using  
User Name:   
Password:   
 Remember password  
 Require Secure Password Authentication (SPA)  
 Log on to incoming mail server before sending mail

### Internet E-mail Settings

General | **Outgoing Server** | Advanced

Server Port Numbers  
Incoming server (POP3):    
 This server requires an encrypted connection (SSL)  
Outgoing server (SMTP):   
Use the following type of encrypted connection:

Server Timeouts  
Short  Long 1 minute

Delivery  
 Leave a copy of messages on the server  
 Remove from server after  days  
 Remove from server when deleted from 'Deleted Items'

**In order to load back old Outlook file, email setup must use Pop3 setup, cannot use IMAP**

The screenshot shows the Outlook 'Account Information' page. The main content area displays 'Account Information' for 'corporate@oriental-dm.com' using 'IMAP/SMTP'. There are three sections: 'Account Settings', 'Mailbox Settings', and 'Rules and Alerts'. Two dialog boxes are open: 'Mail Setup - Outlook' on the left, which has tabs for 'Email Accounts', 'Data Files', and 'Profiles'; and 'Account Settings' on the right, which shows a list of email accounts with 'corporate@oriental-dm.com' selected as the default.

### Step 2: Change SMTP & other settings in your email client

Use the table below to update your client with the correct information. For help updating your settings, search your email client's Help Center for instructions on setting up IMAP.

Incoming Mail (IMAP) Server	imap.gmail.com
	Requires SSL: Yes
	Port: 993
Outgoing Mail (SMTP) Server	smtp.gmail.com
	Requires SSL: Yes
	Requires TLS: Yes (if available)
	Requires Authentication: Yes
	Port for SSL: 465
	Port for TLS/STARTTLS: 587
Full Name or Display Name	Your name
Account Name, User name, or Email address	Your full email address
Password	Your Gmail password