**New Email Setup**

**STEP 1** – Login in and create password. Use the link below to login and create a new password. Keep track of this password, you will need it for step 2!

[www.google.com/gmail](http://www.google.com/gmail) (sign in)

1. Enter your email address (Ex. [rinehartm@eastnewton.org](mailto:rinehartm@eastnewton.org))

**\*For SOME you will see a screen that asks you to choose between personal account or organizational account. Choose Organizational**

**\*\*If you don’t see this just go on and set your new password**

**\*\*\*If you do get this screen let me know and I’ll explain why that happened and what we will do to fix it. Keep going with the next steps.**

2. Enter your password: password

3. Create New Password and hit Change Password (has to be 8 characters)

STEP 2 – Setup New account in Outlook (PowerPoint is attached w/screen shots)

1. Open Outlook

2. File > Account Setttings > Account Settings.

3. New

4. Email Account > Next

5. Manual Setup or Additional  Server Types

6. POP or IMAP

7. Fill in all fields

**Server Information**

--Account Type: IMAP  
--Incoming Mail Server: imap.gmail.com

--Outgoing Mail Server: smtp.gmail.com

**Logon Information**

--User Name: Full email address

--Password:  Password you created at gmail login

**More Settings**

-***Outgoing Server Tab***

--Check Box for My outgoing server (SMTP) requires authentication

--Choose Use same settings as my Incoming Mail Server

-***Advanced Tab***

--Incoming Server(IMAP): 993

--Use the following type of encrypted connection: SSL

--Outgoing Server (SMTP): 587

-- Use the following type of encrypted connection: TLS

Click Okay to go back to the settings page > Click Next to test settings > If setup is correct you should see two green check marks > Click Close > Next/Finish

\*\*If you get an error when you test the settings please email me as soon as you can.