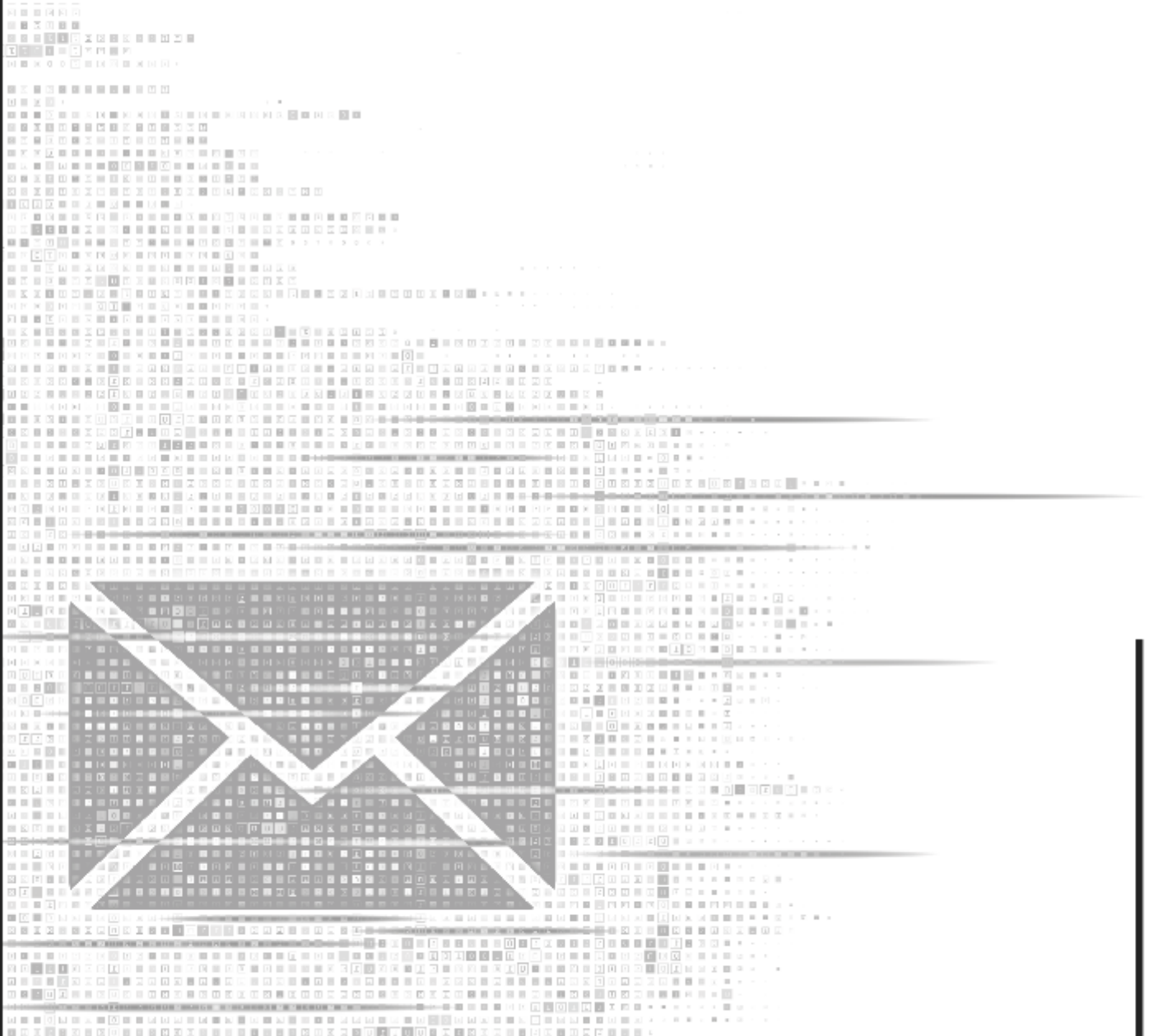




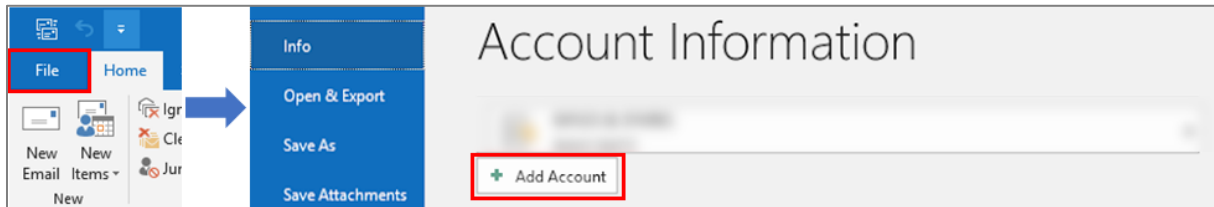
IMAP Setup for Mail Clients



IMAP SETUP FOR MAIL CLIENTS

Outlook Setup (IMAP)

1) Go to File > Add Account.



2) Enter the Email Address, click "Connect" and then select "IMAP" as an account type



3) Enter Server Settings

 A screenshot of the 'Incoming mail' and 'Outgoing mail' settings in Outlook. For incoming mail, the server is 'imap.gmail.com', port is '993', and encryption is 'SSL/TLS'. For outgoing mail, the server is 'smtp.gmail.com', port is '465', and encryption is 'SSL/TLS'. A 'Connect' button is at the bottom.

Incoming Mail (IMAP):

- Server: imap.gmail.com
- Port: 993
- Encryption: SSL/TLS

Outgoing Mail (SMTP):

- Server: smtp.gmail.com
- Port: 465 or 587
- Encryption: SSL/TLS (or STARTTLS for port 587)

4) Provide Login Details:

- Username: Project Email Account (for example: office@acronym.eu)
- Password: (provided separately)

5) Click "Connect" or "Finish" to complete the setup.

Help

Please use the official help articles for further settings and options:

- [Set up Gmail with a third-party email client](#)
- [Add a Gmail account to Outlook for Windows](#)
- [Change or update email account settings in Outlook for Windows](#)