Technology Services

Configure Student Gmail - Outlook 2011

Introduction

To configure Outlook 2011 to access your University student email account

Procedure

1. Open Outlook, then go to Outlook > Preferences > Accounts > Email account

2. Click on the + symbol (bottom left) and select ‘Other email…’

3. Enter the following details:
   Email address: a1234567@student.adelaide.edu.au
   Password: your password
   Username: a1234567@student.adelaide.edu.au
   Type: IMAP
   Incoming server: imap.gmail.com
   Tick ‘use SSL to connect’
   Outgoing server: smtp.gmail.com
   Tick ‘Override default port’
   Type port ‘587’ in the box beside the outgoing server field

4. Click ‘Add Account’

Contact Us

For further support or questions, please contact the Service Desk on +61 8 8313 3000 or servicedesk@adelaide.edu.au