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.adelaide.edu.au
   - 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