Access Your Owl Mail in Outlook

Please set your Owl Apps Password in the MyFAU accounts page before you continue with these instructions.

Log into MyFAU and click the **My Account** link on the top left and then **Set Your Owl Apps Account Password**.

1. Enable IMAP in Owl Mail:
   - Sign in to Owl Mail.
   - Click the gear icon in the upper right and select **Mail settings**.
   - Click on **Forwarding and POP/IMAP**.
   - Select Enable IMAP.
   - Configure your IMAP client and click Save Changes.

2. Open Microsoft Outlook and add an account.
4. Select Internet E-mail.
5. Settings: name, full email address (FAUNetID@fau.edu)
   - In the **Account Type** dropdown menu, select **IMAP**. In the “Incoming mail server” section, enter imap.gmail.com and in the “Outgoing mail server (SMTP)” section, enter smtp.gmail.com.
   - In the “User Name” field, enter FAUNetID@fau.edu. In the “Password” field enter your FAUNetID@fau.edu password.
6. Click **More Settings**, then the **Advanced** tab.
   - Incoming server must be 993, and must use SSL3 encryption.
   - Outgoing server can use 587,TLS4 encryption.

![Image of Internet E-mail Settings]

7. Click the **Outgoing Server** tab. Make sure that “My outgoing server (SMTP) requires authentication” is selected. The radio button “Use same settings as my incoming mail server” should also be selected.

![Image of Internet E-mail Settings]

8. Click **OK** > **Next** > **Finish** > **Close** > **OK**.

9. You should now be able to receive your Owl Apps Mail powered by Google.