

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.
3. Select manual configure server settings.
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.

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

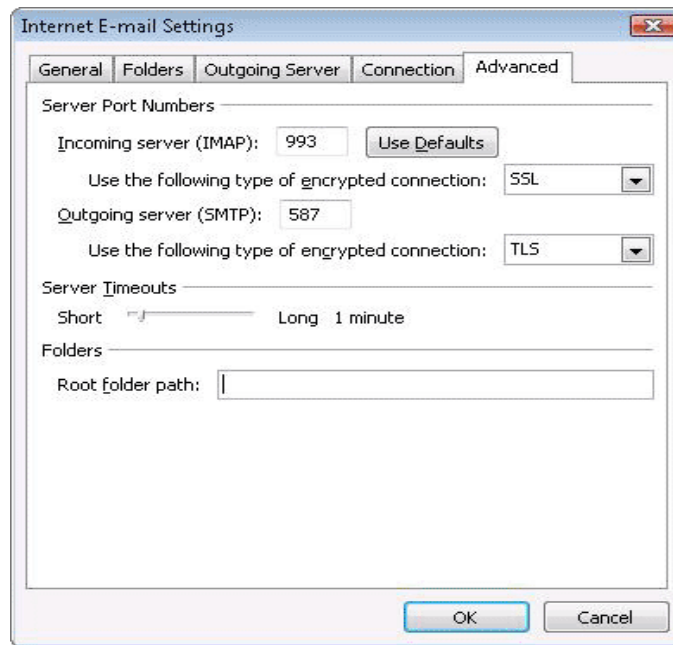
☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

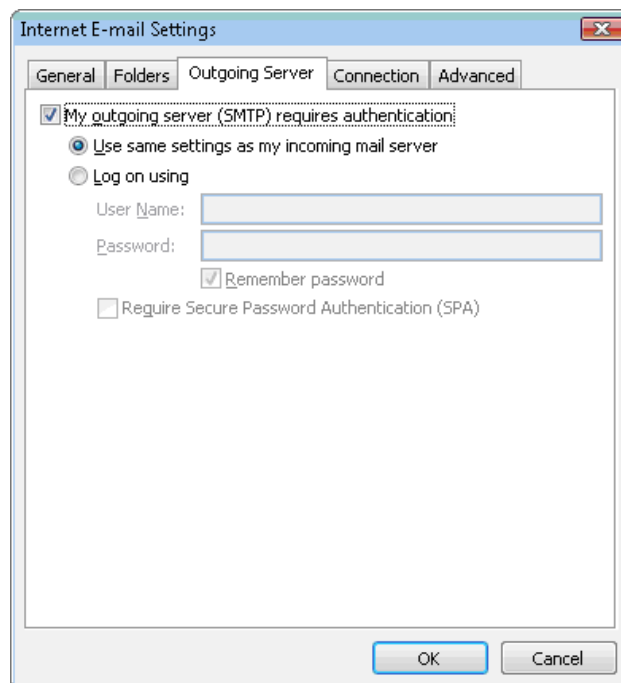
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

☒ Test Account Settings by clicking the Next button

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.



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.



8. Click **OK > Next > Finish > Close > OK**.
9. You should now be able to receive your Owl Apps Mail powered by Google.