Before you begin you will need to turn on **Google 2-Factor Authentication** and create a **Google App Password**. If you haven't completed both tasks you won’t be able to setup Outlook for VT E-mail. Go to: [http://www.nvc.vt.edu/intranet/is/](http://www.nvc.vt.edu/intranet/is/) for instructions on setting up Google 2-Factor and Google App Passwords.

1. Open Outlook and click on the **File** tab
2. On the right column click on the **Account Settings** button, then **Account Settings**.
3. In the **E-mail** tab click on the **New** button.
4. Select **E-mail Account**
5. Select **Manual setup or additional server types**.
6. Select **POP or IMAP**
7. Type in the information below into the corresponding text boxes:

**Your Name:** enter your first and last name  
**Email address:** Your VT Email address (PID@vt.edu)  
**Account type:** IMAP  
**Incoming mail server:** imap.gmail.com  
**Outgoing mail server:** smtp.gmail.com  
**Username:** Your PID@vt.edu  
**Password:** Google App Password  
Check the “Remember Password” box

8. After entering all the information listed above, click on the More Settings button.


10. Check the box next to “My outgoing server (SMTP) requires authentication”

11. The radio button should be set to “Use the same settings as my incoming mail server”.

12. Click on the Advanced tab.

13. Under the incoming server (IMAP) it says “Use the following type of encrypted connection” select SSL.

14. Under the outgoing server (SMTP) it says, “Use the following type of encrypted connection” select SSL.

15. In the Incoming server (IMAP) box enter: **993**

16. In the Outgoing server (SMTP) box enter: **465**

17. Then click OK button to close the window.
18. On the Add Account window, click on the Next button.
19. Outlook will then test the connection settings. If everything was entered correctly, your email account will appear in Outlook and begin downloading email messages.

**Having trouble or still need help?**

**NVC Information Services:**
Phone (M-F 9AM to 9:30PM): 703-538-8444
http://www.nvc.vt.edu/intranet/is/

**Virginia Tech 4-Help:**
Phone (24/7): 540-231-4357
https://vt4help.service-now.com/sp