



Set up e-mail accounts in outlook software

For backing up messages from BGU account to a Google account

Outlook software is part of Office package.

These instructions are designated to whom Office package is already installed on his computer.

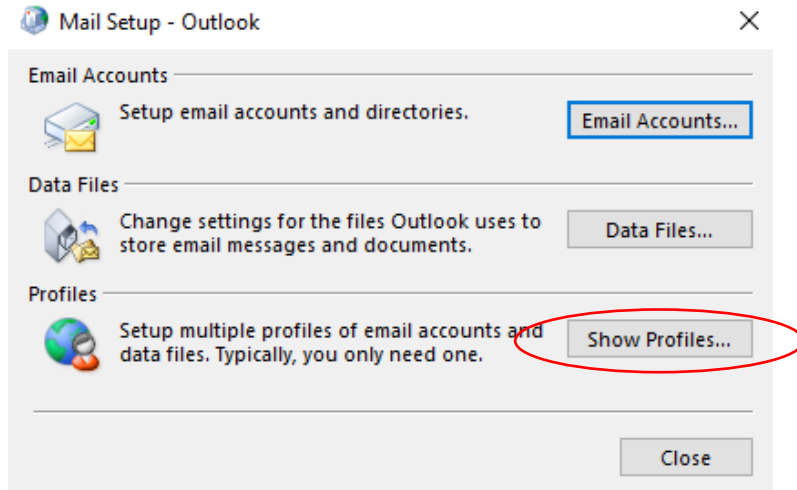
You can check if Office is installed in your computer by pressing the “Start” button and typing the word outlook.

If Outlook is installed, you will see it on the programs list.

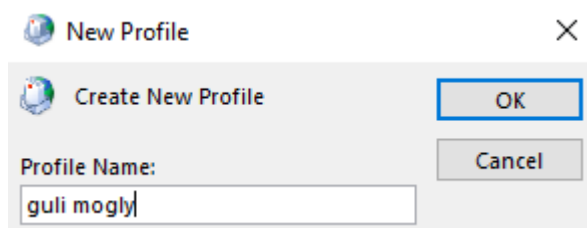
If your email address is already set up in Outlook skip to section 2

1. Set up the Exchange account in Outlook software

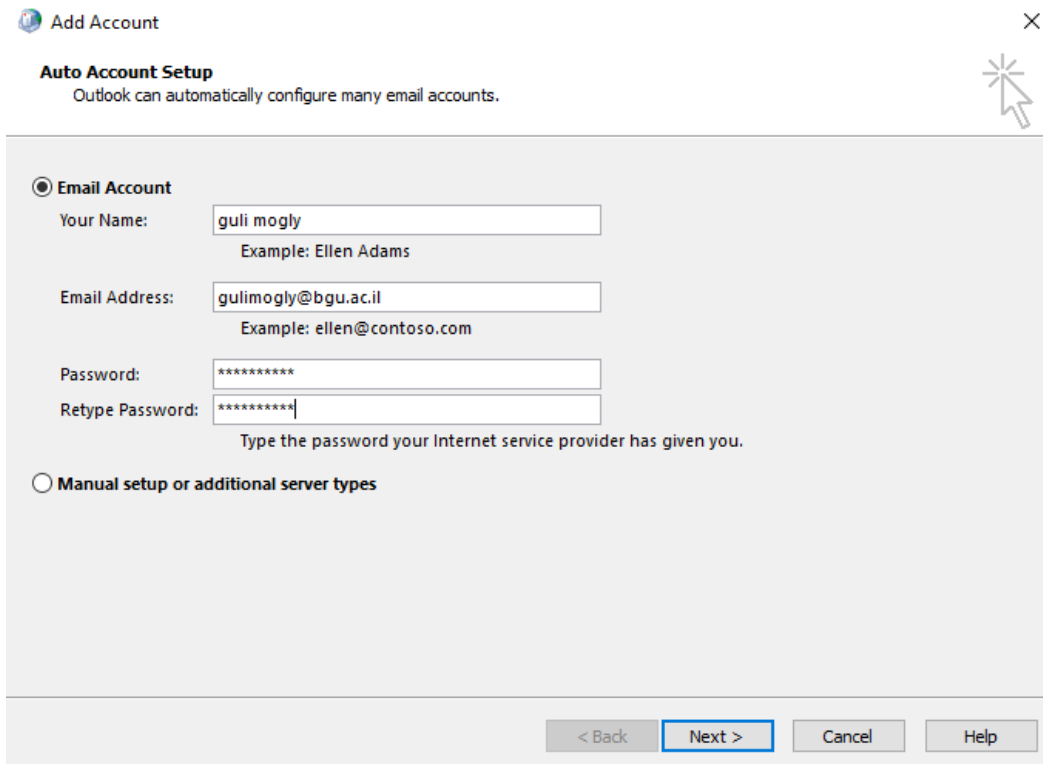
In the Control Panel on your computer press the “Mail” section. In the window that will appear press “Show profiles...” button.



In the next window type your name and press “ok” button.



In the next window type your name again, your university email address and the password (twice). After filling all the details press “next”.



Add Account [Close]

Auto Account Setup
Outlook can automatically configure many email accounts.

Email Account

Your Name:
Example: Ellen Adams

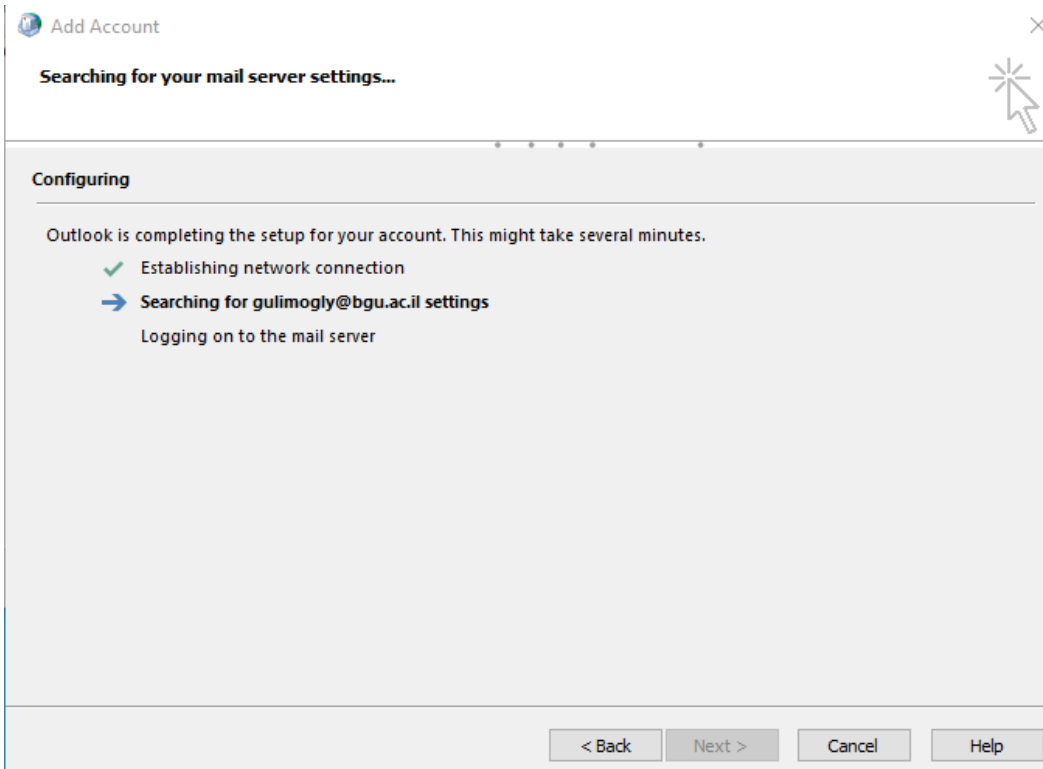
Email Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Manual setup or additional server types

< Back **Next >** Cancel Help

The following window will open:



Add Account [Close]

Searching for your mail server settings...

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ➔ **Searching for gulimogly@bgu.ac.il settings**
Logging on to the mail server

< Back **Next >** Cancel Help

Additional window will be open where we will type the University username and password as you can see in the illustration below.



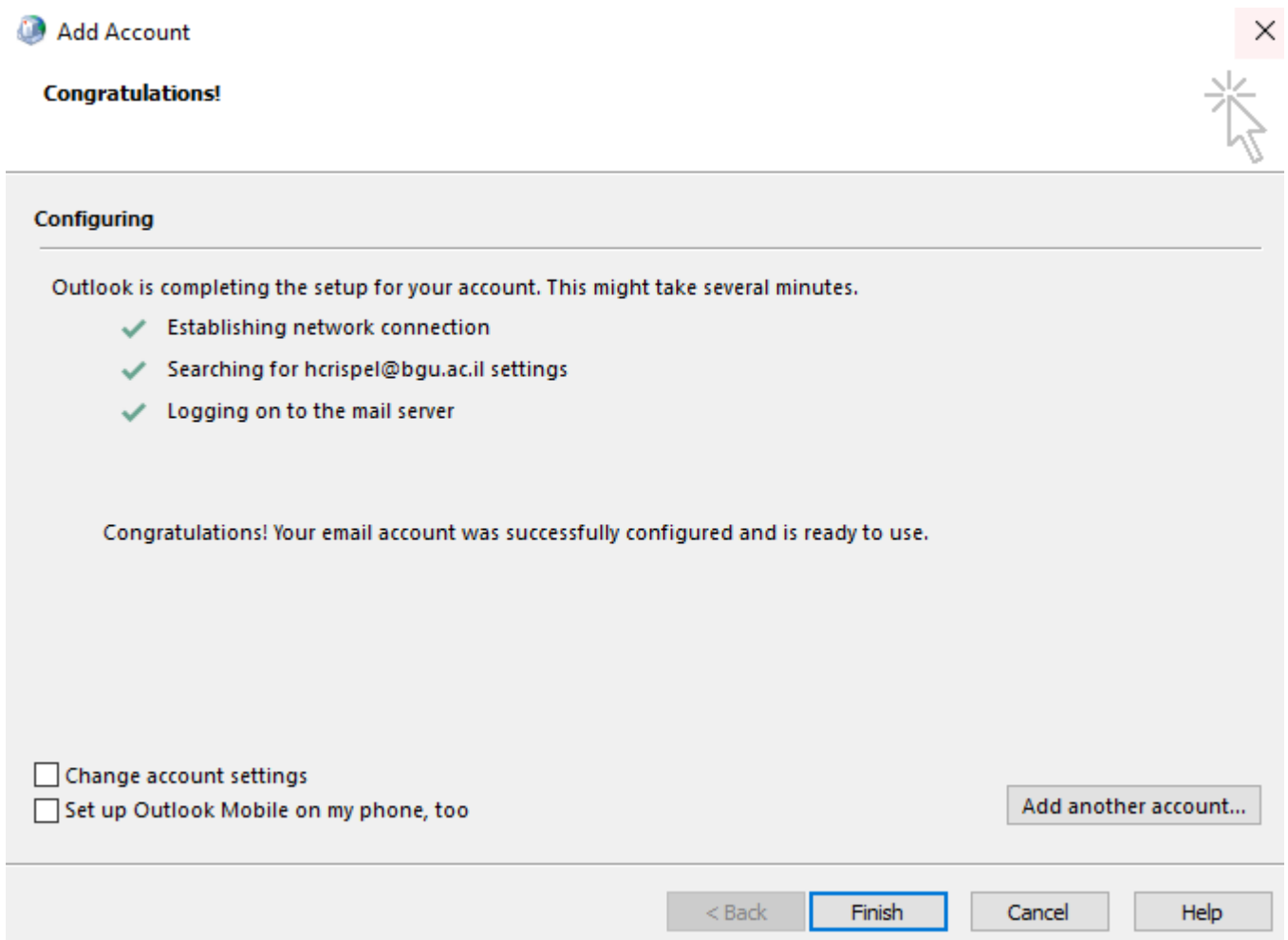
Windows Security


Mail Application


Connecting to gulimogly@bgu.ac.il

Remember my credentials

If the identification process succeeds, the following window will appear. We will press "Finish".
Now we are done. The university email is now set up. All you need is to open Outlook software.



 Add Account ✕

Congratulations! 

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- ✓ Searching for hcrispel@bgu.ac.il settings
- ✓ Logging on to the mail server

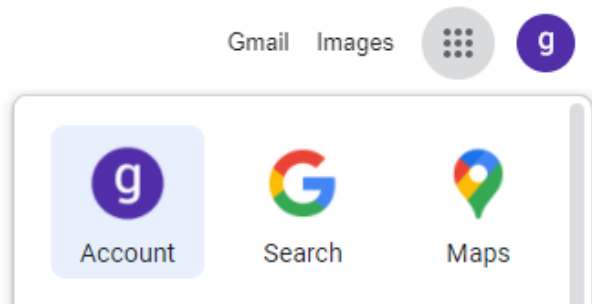
Congratulations! Your email account was successfully configured and is ready to use.

Change account settings

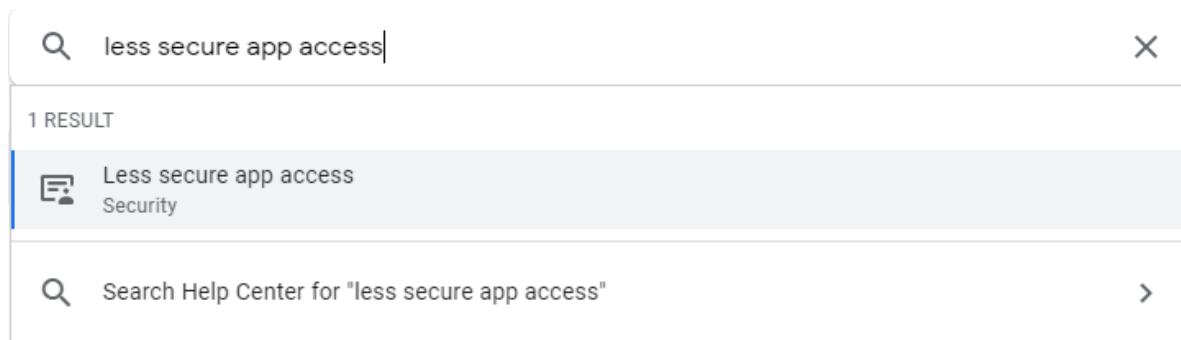
Set up Outlook Mobile on my phone, too

2. Setup Gmail account in Outlook (in addition to BGU account)

Before setting your Outlook software, you need to login your GMAIL account via the internet browser. After logging into your account, press the 9 points square and choose “Account”.



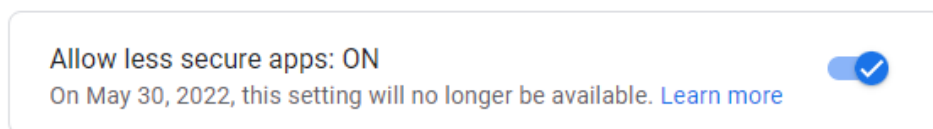
In the page that will open, in the search field on the top of the page type: Less secure app access, and press the option that opens.



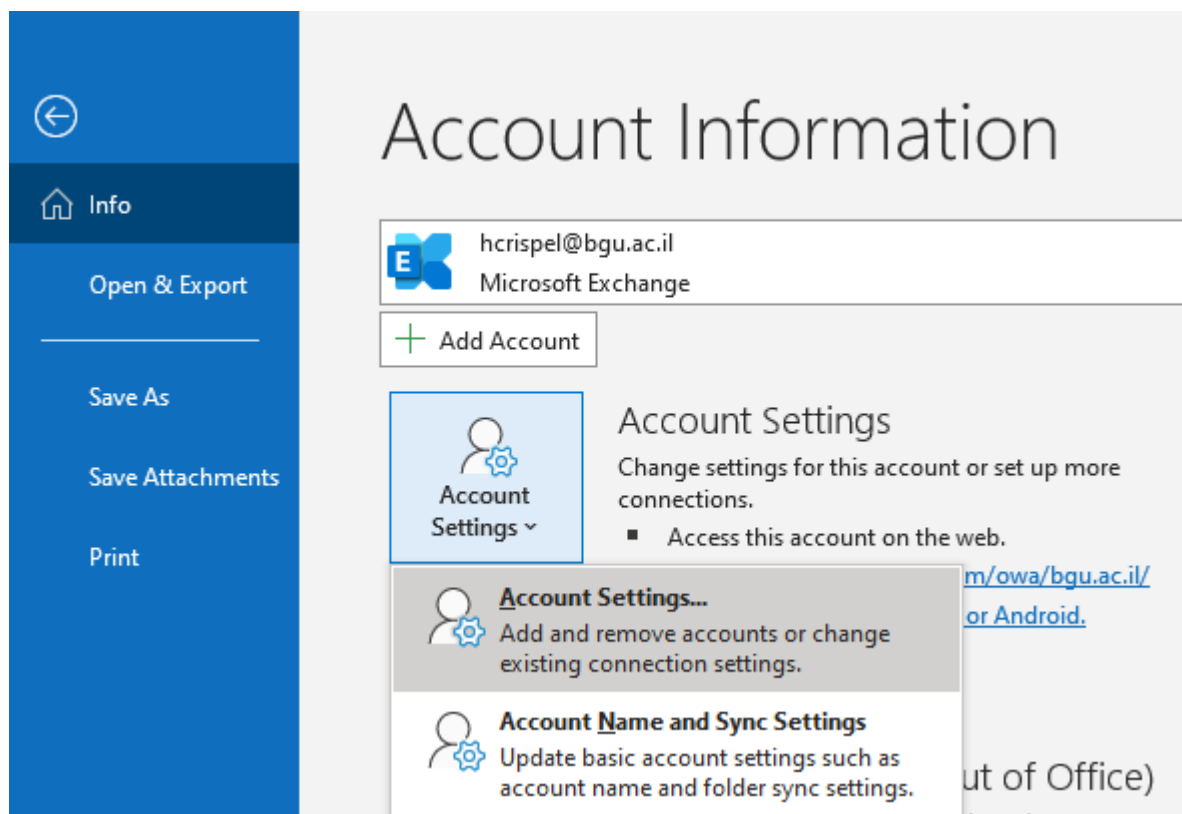
In the next window move the switch to “on” status.

← Less secure app access

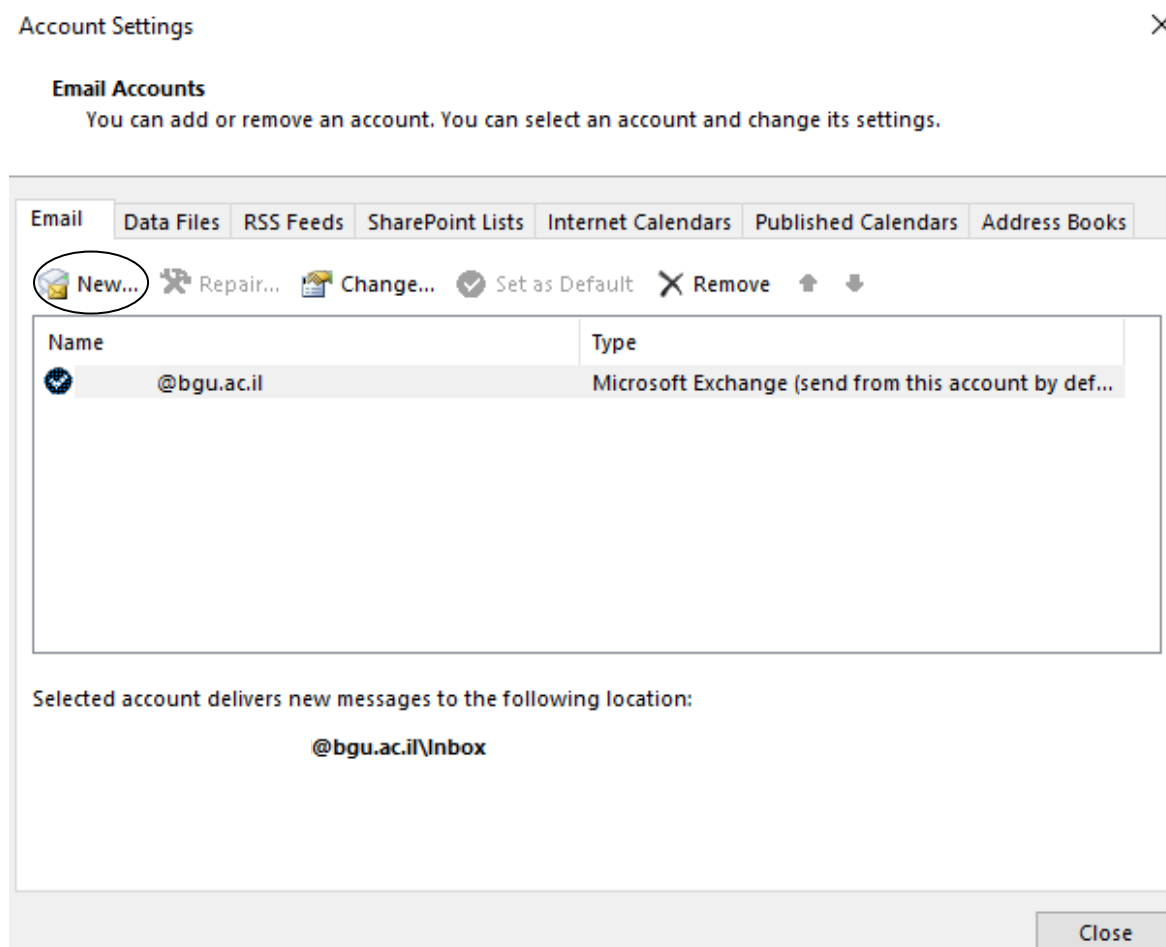
Some apps and devices use less secure sign-in technology, which makes your account vulnerable. You can turn off access for these apps, which we recommend, or turn it on if you want to use them despite the risks. Google will automatically turn this setting OFF if it's not being used. [Learn more](#)



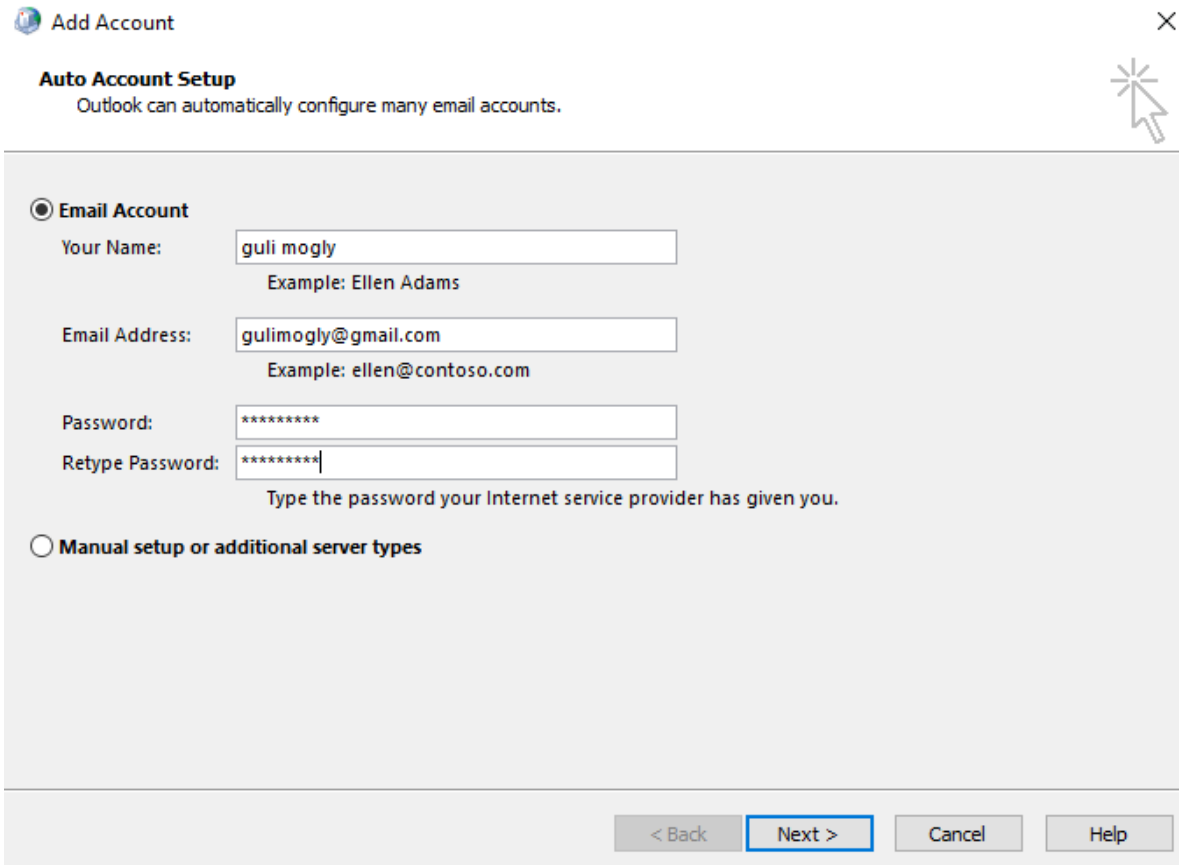
Now, open Outlook, open the file menu, choose “Account Settings” button.



In the next window choose “new”.



In the next window type your Gmail account details and press “next”.



Add Account ✕

Auto Account Setup
Outlook can automatically configure many email accounts.

Email Account

Your Name:
Example: Ellen Adams

Email Address:
Example: ellen@contoso.com

Password:

Retype Password:

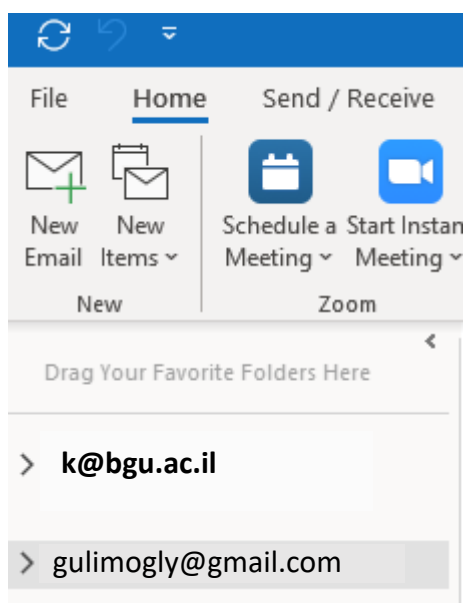
Type the password your Internet service provider has given you.

Manual setup or additional server types

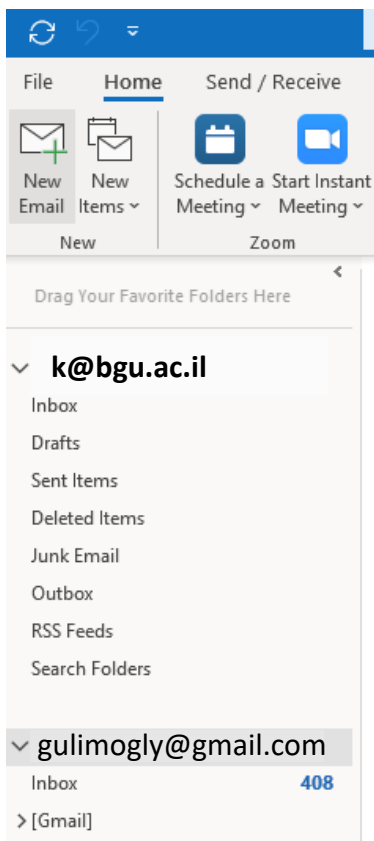
If the password is correct, a message will appear that confirms that the set-up is complete. Press “finish”.

Now you can close the setup window and stay in Outlook.

In the folder list you can see both accounts.

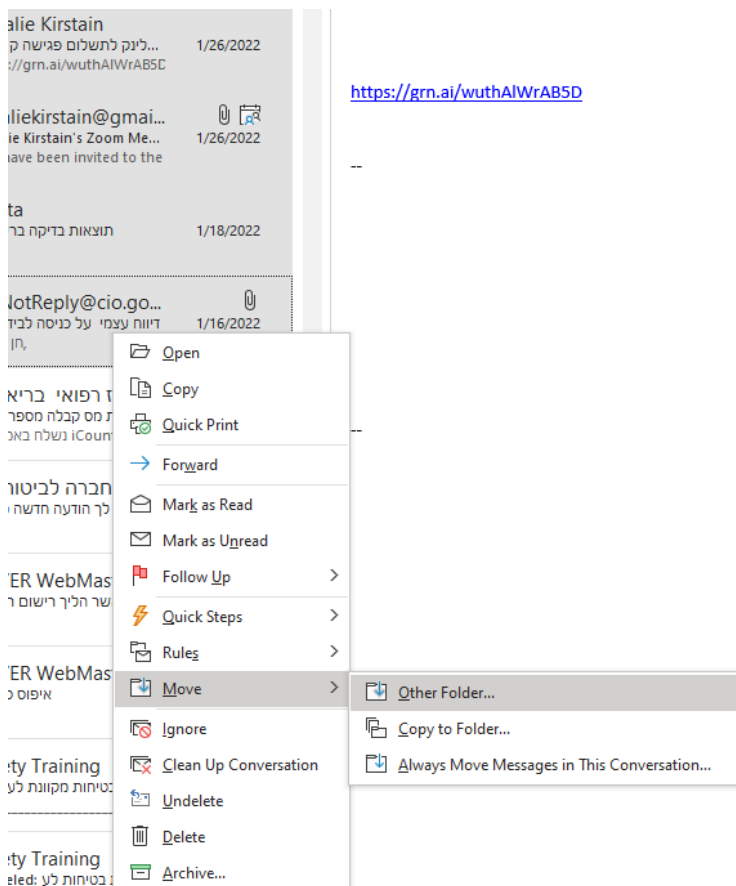


Open the accounts menu (by pressing the small triangles near the account name) and then the folders list will appear.

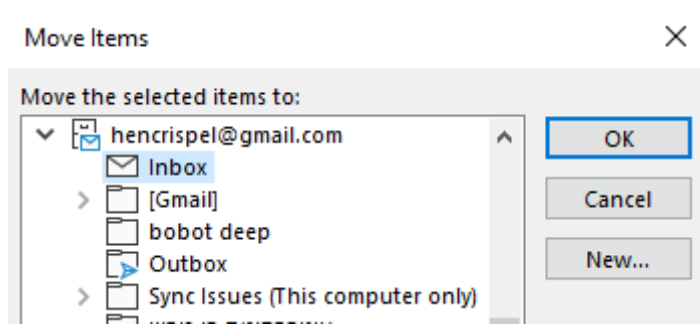


Now, choose the **BGU account inbox** folder and show the messages list that are pending to forward.

Choose the messages that you wish to forward to your GMAIL account and press the right click of the computer mouse and choose “Move” and “other folder” (see the image below as an example).



In the pop-up window, open the Gmail account, choose “inbox” and press “ok”.



Good luck