Enabling and using IMAP to access your SOU Gmail Account

Brad Christ - 2025-06-11 - Comments (0) - Google Apps

You can retrieve your Gmail messages with a client or device that supports IMAP, like Microsoft Outlook or Apple Mail.

Before these settings will work, you will need to enable access to less secure apps in your SOU Gmail account.

To enable IMAP in Gmail:

1. Sign in to Gmail.
2. Click the gear icon  in the upper-right and then click on **See all settings**.
3. Click **Forwarding and POP/IMAP**.
4. Select **Enable IMAP**.
5. Configure your IMAP client and click **Save Changes**.

Use the following settings with your client or device that supports IMAP:

Incoming Mail (IMAP) Server - requires SSL:	`imap.gmail.com` **Use SSL**: Yes **Port**: 993
Outgoing Mail (SMTP) Server - requires TLS:	`smtp.gmail.com` (use authentication) **Use Authentication**: Yes **Use STARTTLS**: Yes (some clients call this SSL) **Port**: 587
Account Name:	your full email address (`username@sou.edu`) `Example: raider@sou.edu`
Email Address:	your full email address (`username@sou.edu`) `Example: raider@sou.edu`
Password:	your SOU account password

Please note that if your client does not support SMTP authentication, you won't be able to send mail through your client using your SOU Gmail address.

Also, if you're having trouble sending mail but you've confirmed that encryption is active for SMTP in your mail client, try to configure your SMTP server on a different port: 465 or 587.

If your account is not working, please reset your password here: http://account.sou.edu/