

# ADDING YOUR CQUNIVERSITY STUDENT EMAIL ACCOUNT TO OUTLOOK



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This guide will provide instructions on how to add your CQUniversity student email account to Outlook.

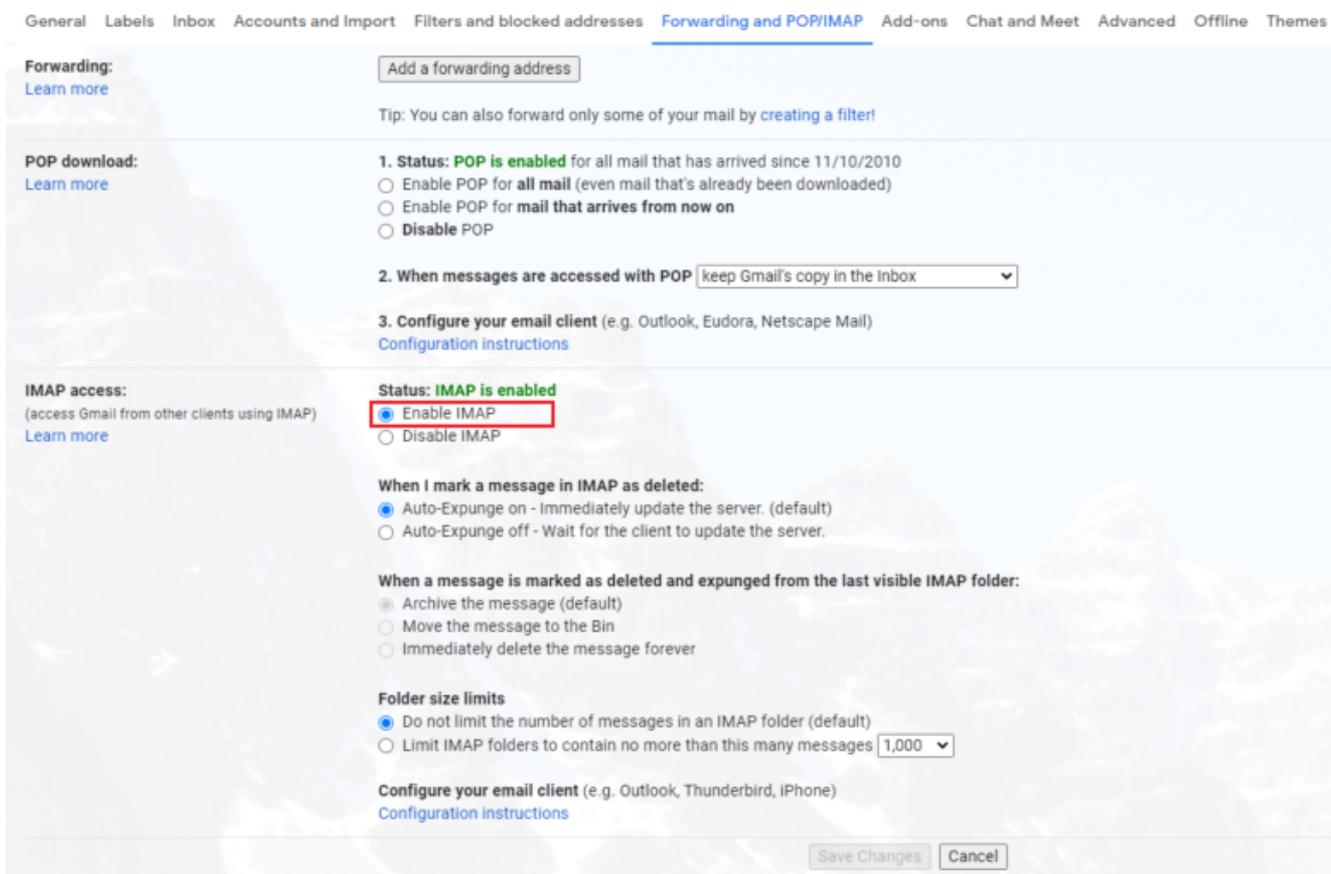
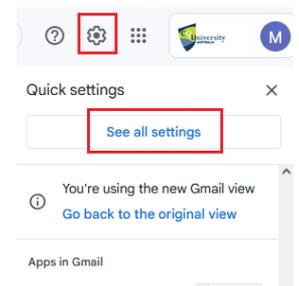
Part A – Enabling IMAP

Part B – Adding email account to Outlook

## Part A – Enabling IMAP

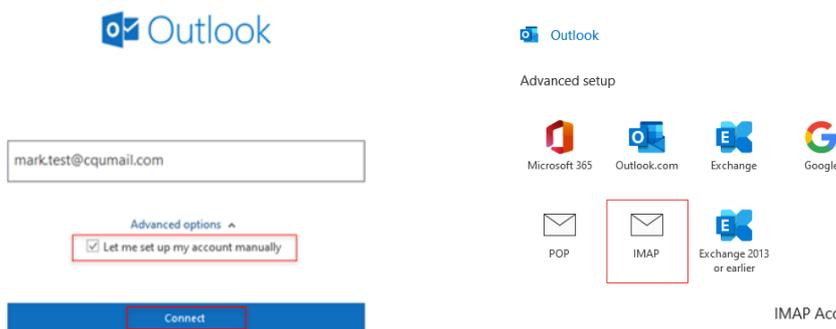
Part A must be completed before completing Part B

1. Log into My CQU [my.cqu.edu.au](http://my.cqu.edu.au)
2. Click the mail icon, located in the top right-hand corner of the webpage to launch your student emails in Gmail.
3. Click the settings cog, located in the top right-hand corner and click **See All Settings** (pictured right).
4. Click the **Forwarding and POP/IMAP** tab, click the **Enable IMAP** option and click **Save Changes** (pictured below)

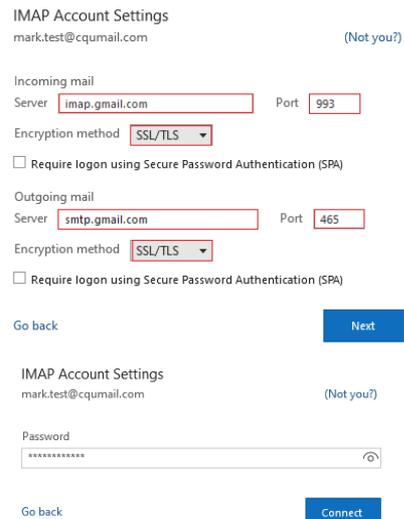


## Part B – Adding your email account to Outlook

1. Open the **Outlook** desktop program.
2. Click **File** located on the left-hand side of the ribbon along the top of the page.
3. Click **Account Settings** and then **Account Settings** (pictured right).
4. An **Account Settings** pop up box will appear, click **New**.
5. Type your CQUniversity student email address in the field, click **Advanced options** and click the **Let me set up my account manually** tick box and click **connect** (pictured below).
6. Click the **IMAP** tile (pictured below).



7. An **IMAP Account Settings** box will appear, type the following information below into the relevant fields (pictured to the right).  
**Incoming Mail Server:** imap.gmail.com  
**Incoming Mail Server Port:** 993  
**Encryption Method:** SSL/TLS  
**Outgoing Mail Server:** smtp.gmail.com  
**Outgoing Mail Server Port:** 465  
**Encryption method:** SSL/TLS



8. Click **Next**.
9. Type your CQUniversity student email password in the field and click **Connect**

10. Type your CQUniversity **email address** and **password** in the window that appears



11. Click **Sign In**

Sign in with your **username** or **email address**

your username or email address

Password

Sign in

Microsoft apps & services wants to access your Google Account

@cquemail.com

This will allow Microsoft apps & services to:

- Read, compose, send and permanently delete all your email from Gmail
- Associate you with your personal info on Google
- See your personal info, including any personal info you've made publicly available
- See your primary Google Account email address

By clicking Allow, you allow this app and Google to use your information in accordance with their respective [privacy policies](#). You can change this and other [Account permissions](#) at any time.

Deny Allow

12. Click **Allow** on the popup that appears.
13. The account will now be successfully added.