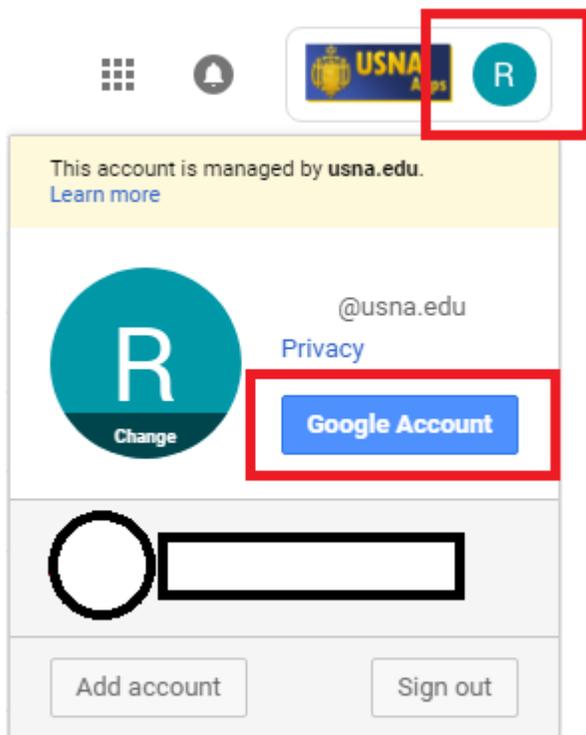


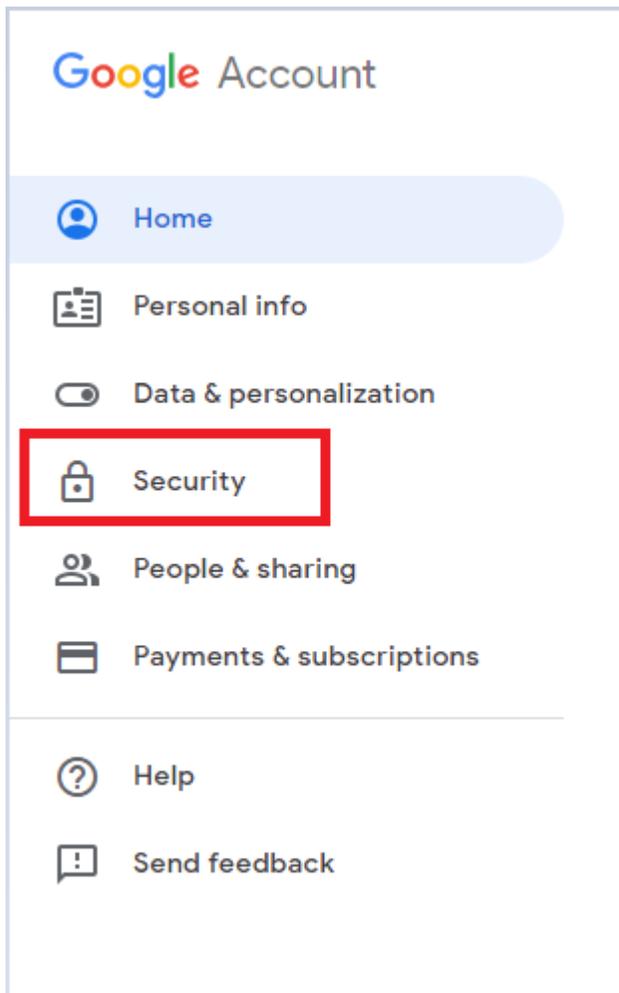
The purpose of these instructions are to configure Outlook 2016 to connect to a USNA Gmail account, and send and receive encrypted email messages.

Step 1: Configure Your Gmail/G-Suite Account Settings

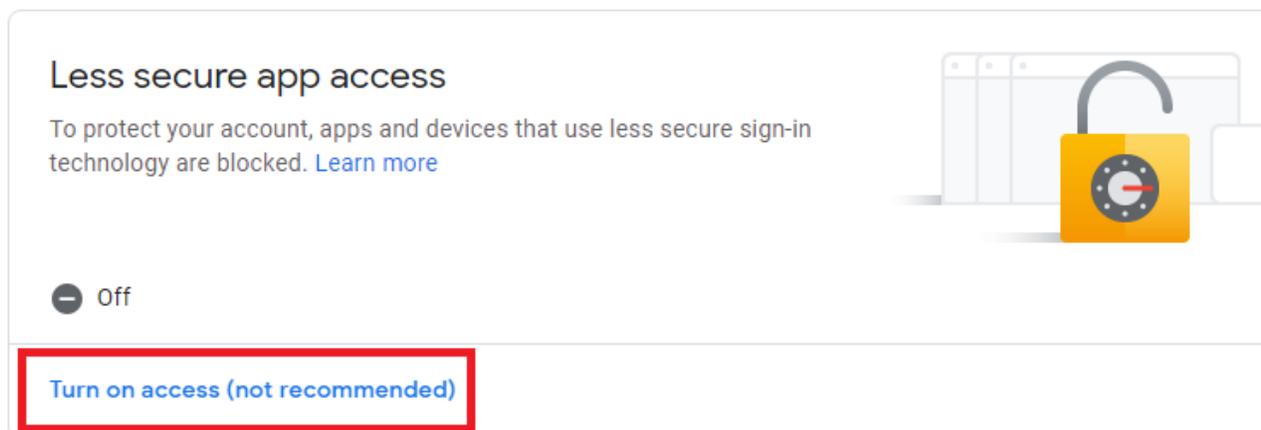
- From Google (after you've already logged into Google) select the Account icon in the top right corner and then select **"My Account."**



- From the **"Google Account"** screen, select **"Security"**.



- From the “**Security**” scroll down to “**Less secure app access**”. Select the “**Turn on access (not recommended)**” link and click the toggle switch so that the setting changes to **ON**.



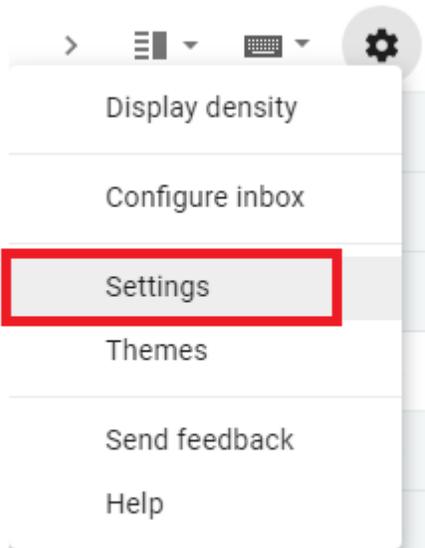
← Less secure app access

Some apps and devices use less secure sign-in technology, which makes your account more vulnerable. You can **turn off** access for these apps, which we recommend, or **turn on** access if you want to use them despite the risks. [Learn more](#)

Allow less secure apps: ON



- Go to the main page of your Google Mail and go to **Settings** in your Google Account.



- Go to the **POP/IMAP Download** tab and select **Enable IMAP**. After the change is made, select **“Save Changes”** at the bottom.

The screenshot shows the 'Settings' page for 'POP/IMAP Download'. The 'POP Download' section is currently active, showing options to enable POP for all mail or for mail arriving from now on. Below this, the 'IMAP Access' section is visible, where the status is 'IMAP is enabled' and the 'Enable IMAP' radio button is selected. The 'Save Changes' button at the bottom right is highlighted with a red box.

Settings

General Labels Inbox Accounts Filters and Blocked Addresses **POP/IMAP Download** Chat Labs Offline Themes

POP Download:
[Learn more](#)

1. Status: POP is disabled
 Enable POP for all mail
 Enable POP for mail that arrives from now on

2. When messages are accessed with POP keep USNA Mail's copy in the Inbox

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access USNA Mail from other clients using IMAP)
[Learn more](#)

Status: **IMAP is enabled**
 Enable IMAP
 Disable IMAP

When I mark a message in IMAP as deleted:
 Auto-Expunge on - Immediately update the server. (default)
 Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IMAP folder:
 Archive the message (default)
 Move the message to the Trash
 Immediately delete the message forever

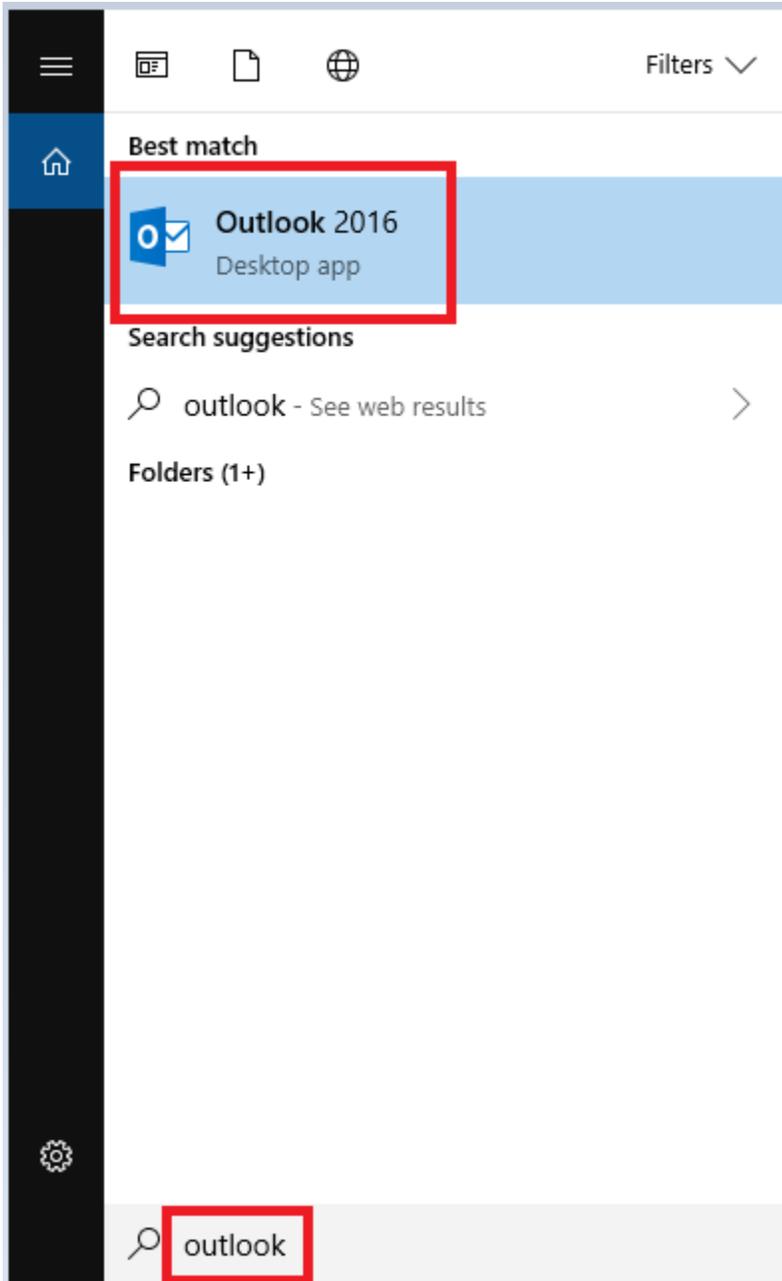
Folder Size Limits
 Do not limit the number of messages in an IMAP folder (default)
 Limit IMAP folders to contain no more than this many messages 1,000

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

Save Changes Cancel

Step 2: Configure Outlook 2016

- Click on the Cortana search bar (Windows 10) or click **start** and then search for “**Outlook**”.



- Open the outlook application. You should see the welcome screen below.

Welcome to Outlook 2016

Outlook helps you manage your life with powerful tools for email, calendar, contacts, and tasks.

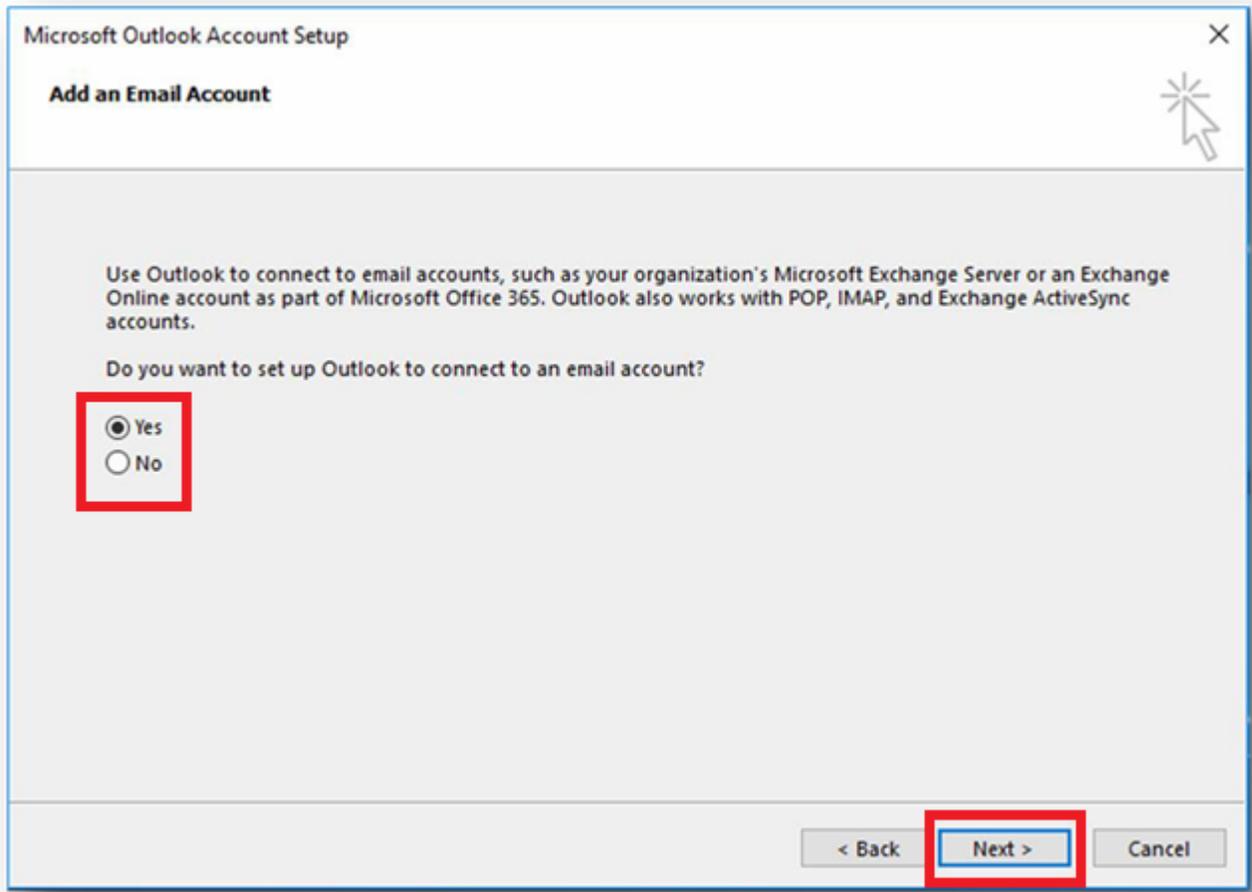
Let's get started. In the next few steps, we'll add your email account.

< Back

Next >

Cancel

- Click **Next** and you will see the screen below. Make sure the option to connect to an email account is set to **Yes** and then select **Next** to continue.



- On the next screen select **manual** for account setup type.

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

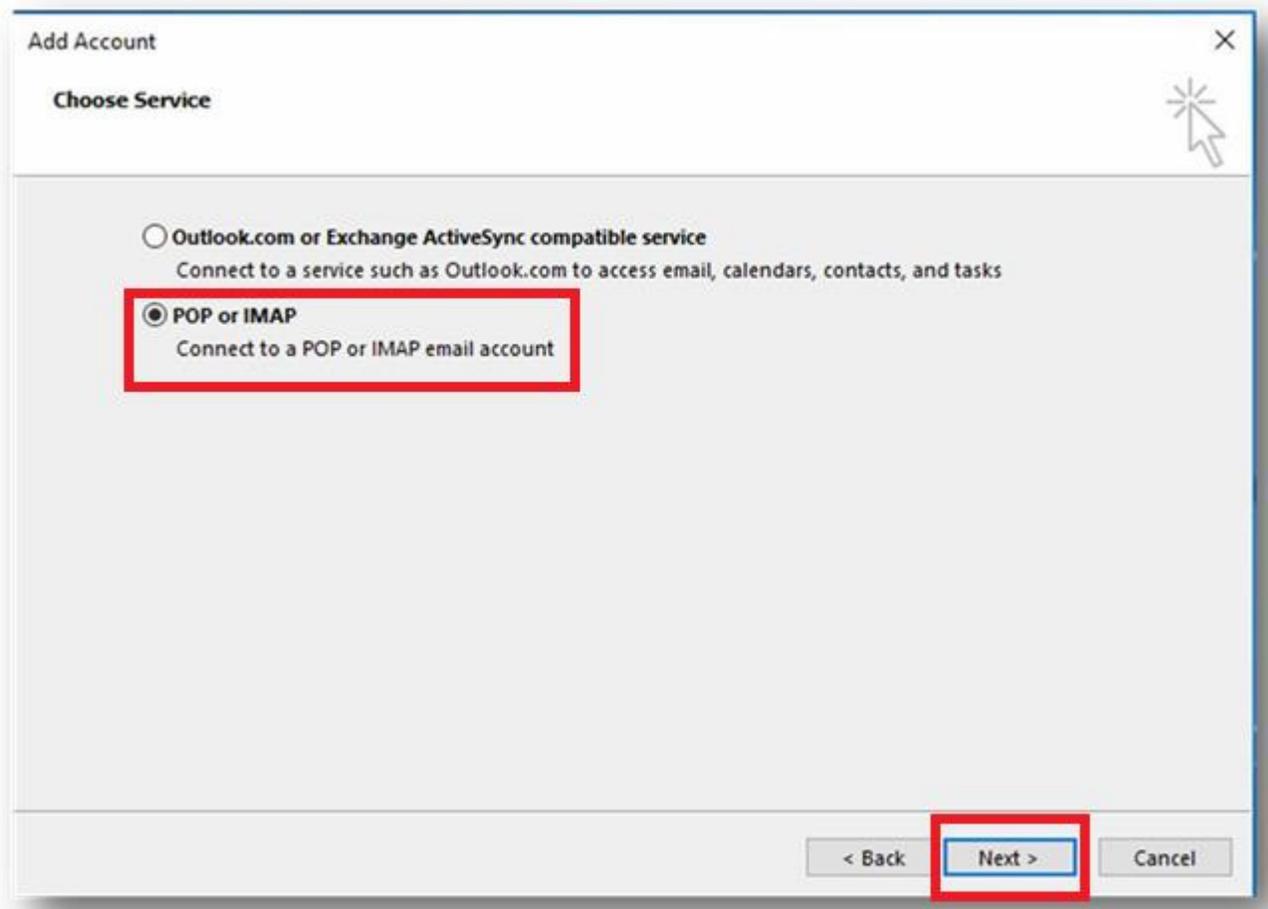
E-mail Address:
Example: ellen@contoso.com

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

Manual setup or additional server types

< Back **Next >** Cancel

- Select **POP or IMAP** and click **Next**



The image shows a Windows-style dialog box titled "Add Account" with a close button (X) in the top right corner. Below the title bar, the text "Choose Service" is displayed. There are two radio button options:

- Outlook.com or Exchange ActiveSync compatible service
Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks
- POP or IMAP**
Connect to a POP or IMAP email account

The "POP or IMAP" option and its description are enclosed in a red rectangular box. At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is highlighted with a blue border and is also enclosed in a red rectangular box.

- Enter your User, Server, and Logon Information in the POP and IMAP Account Settings as pictured below.

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information
Your Name: First Last
Email Address: username@usna.edu

Server Information
Account Type: IMAP
Incoming mail server: imap.gmail.com
Outgoing mail server (SMTP): smtp.gmail.com

Logon Information
User Name: username@usna.edu
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
We recommend that you test your account to ensure that the entries are correct.
Test Account Settings ...
 Automatically test account settings when Next is clicked

Mail to keep offline: All

More Settings ...

< Back Next > Cancel

Password is "greyed" out and will be entered later.

- Click on “**More Settings**” to configure your Internet E-Mail Settings.

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name:

Email 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

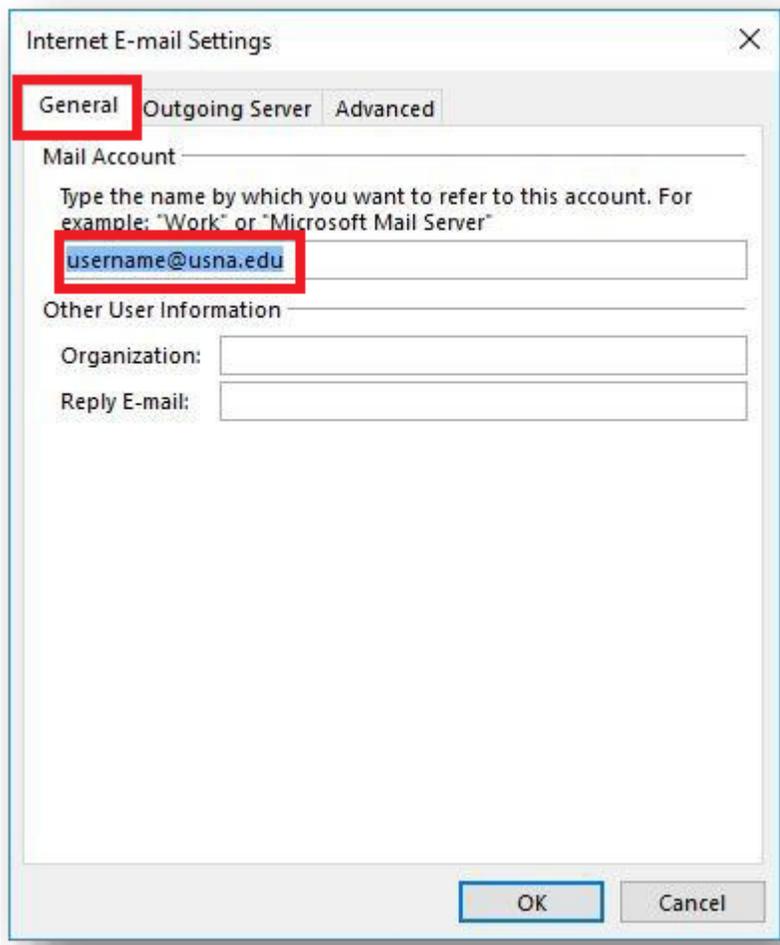
We recommend that you test your account to ensure that the entries are correct.

Automatically test account settings when Next is clicked

Mail to keep offline: All

< Back Next > Cancel

- The **General tab** of Internet E-Mail Settings should be configured as pictured below.



The image shows a screenshot of the "Internet E-mail Settings" dialog box. The "General" tab is selected and highlighted with a red box. The "Mail Account" section contains a text box with the value "username@usna.edu" entered, which is also highlighted with a red box. Below this, the "Other User Information" section has two empty text boxes labeled "Organization:" and "Reply E-mail:". At the bottom of the dialog, there are "OK" and "Cancel" buttons.

Internet E-mail Settings

General | Outgoing Server | Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

username@usna.edu

Other User Information

Organization:

Reply E-mail:

OK Cancel

- The **Outgoing Server tab** of Internet E-mail Settings should be configured as pictured below.

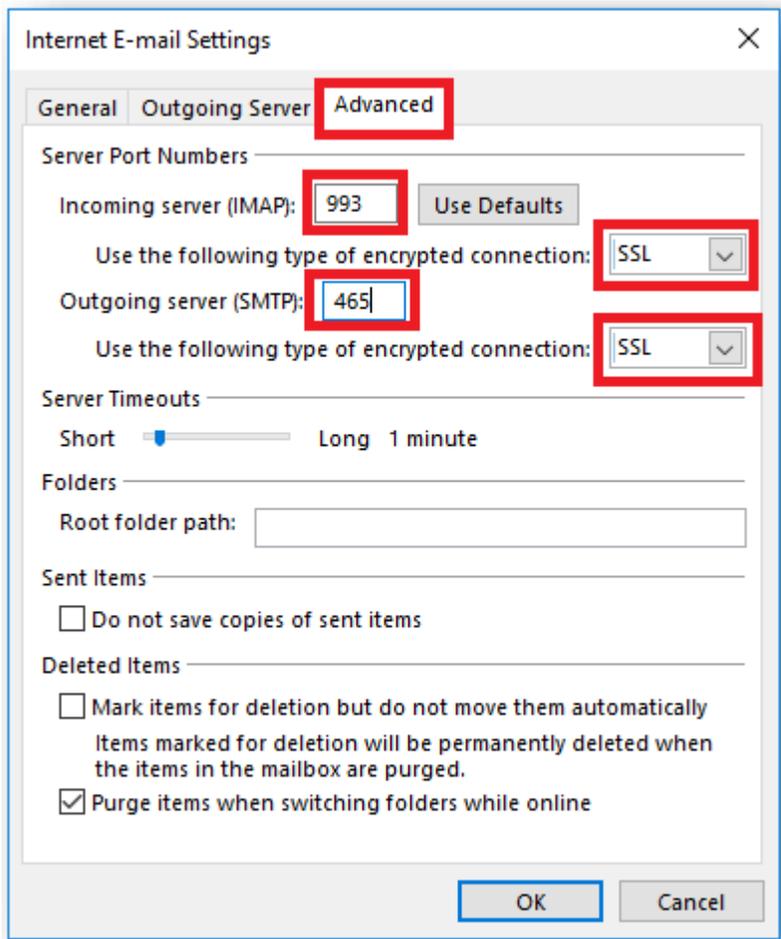
Be sure to enter your full email address for username and your password.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'General' tab is also visible. The 'Outgoing Server' tab contains the following settings:

- My outgoing server (SMTP) requires authentication
- Use same settings as my incoming mail server
- Log on using
- User Name:
- Password:
- Remember password
- Require Secure Password Authentication (SPA)

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

- The **Advanced tab** of Internet E-mail Settings should be configured as pictured below.



- Click **“OK”** to return back to the POP or IMAP configuration window. Click **Next** to continue to the password prompt.

- Enter your password when prompted.

Internet E-mail - username@usna.edu

Enter your user name and password for the following server.

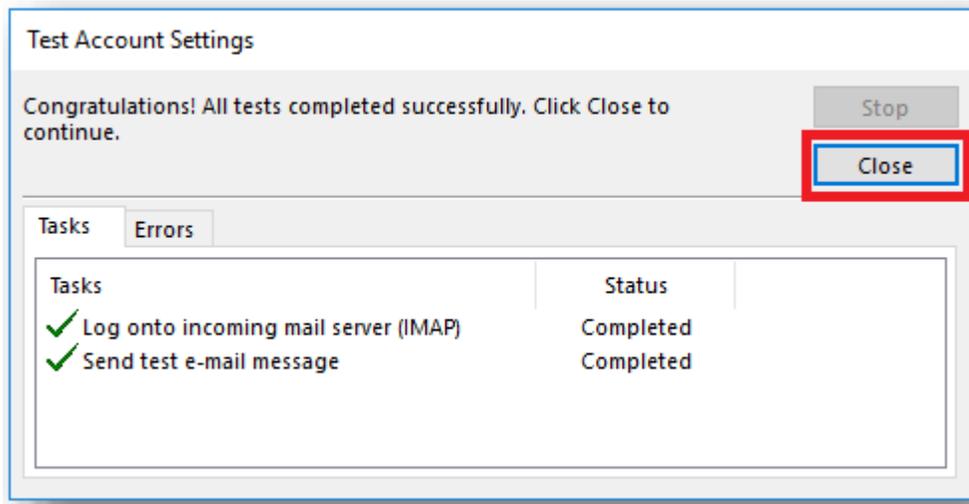
Server:

User Name:

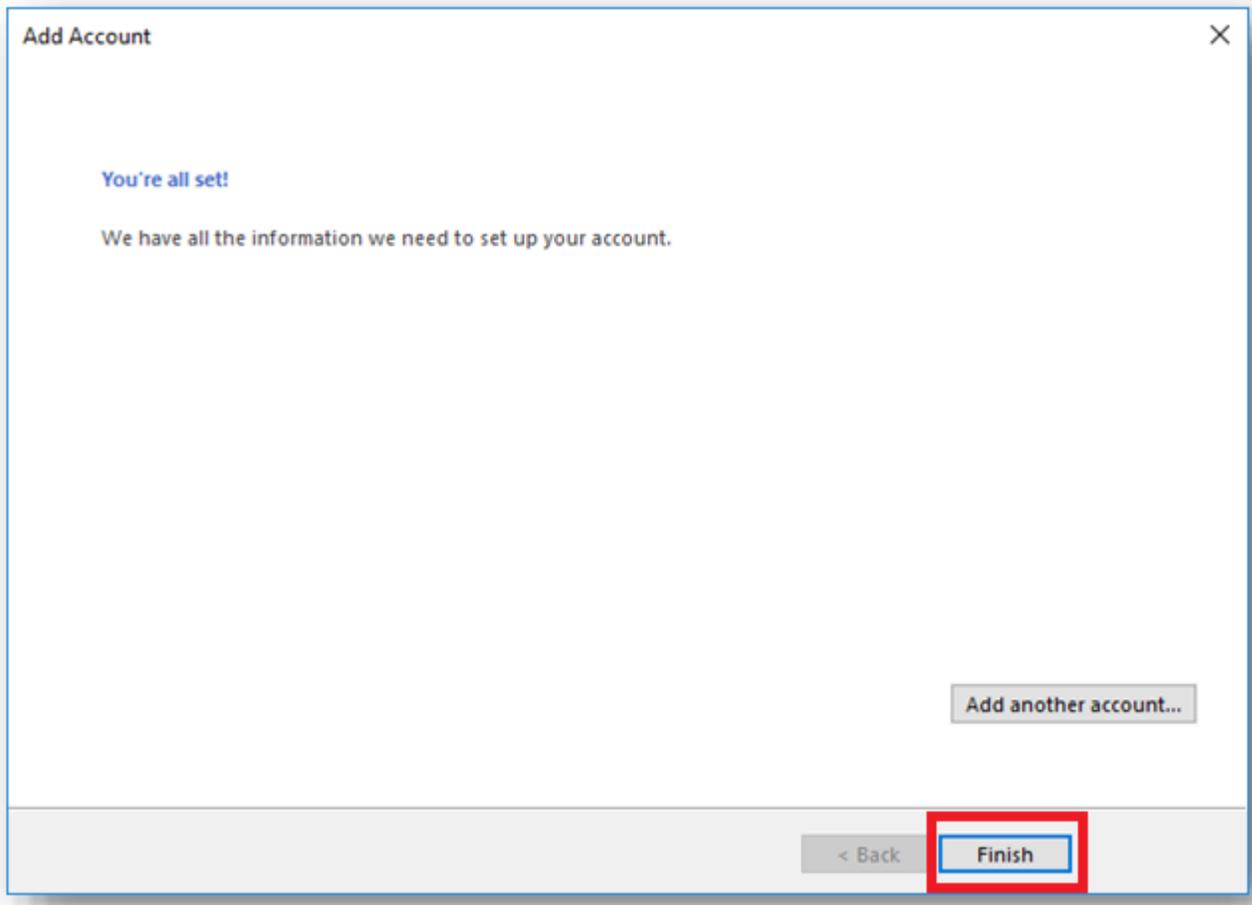
Password:

Save this password in your password list

- After entering your passwords successfully you should see two green check marks on the next page. Click **close**.



- Click **Finish**.



- Outlook will open and you will be prompted for your Password, enter your password and click **OK**.



Internet E-mail - username@usna.edu

Enter your user name and password for the following server.

Server:

User Name:

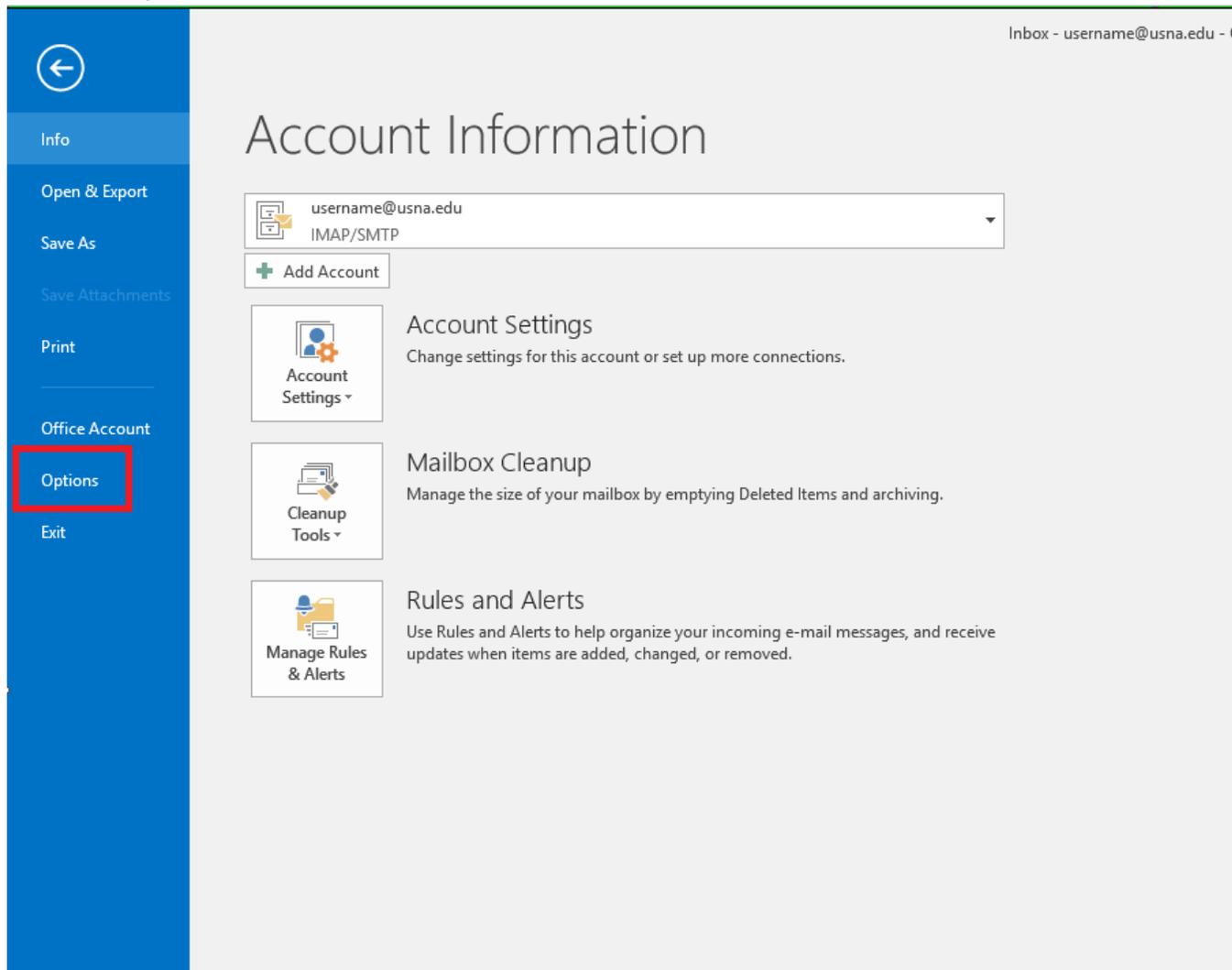
Password:

Save this password in your password list

- After you enter your password successfully you will begin to see your emails load. With Outlook 2016 your password must be entered every time the application is started as the save password option is unavailable per DoD application security requirements.

Step 3: Configure Outlook for Signing and Encryption

- On the main outlook window click on **File** in the upper left hand corner. You will see the Account Information Screen pop up.
- Click on Options on the File menu



- In Outlook options click on **Trust Center** along the left hand side of the window. And then click the **Trust Center Settings** button.

Outlook Options



General

Mail

Calendar

People

Tasks

Search

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center



Help keep your documents safe and your computer secure and healthy.

Security & more

Visit [Office.com](https://office.com) to learn more about protecting your privacy and security.

[Microsoft Trustworthy Computing](#)

Microsoft Outlook Trust Center

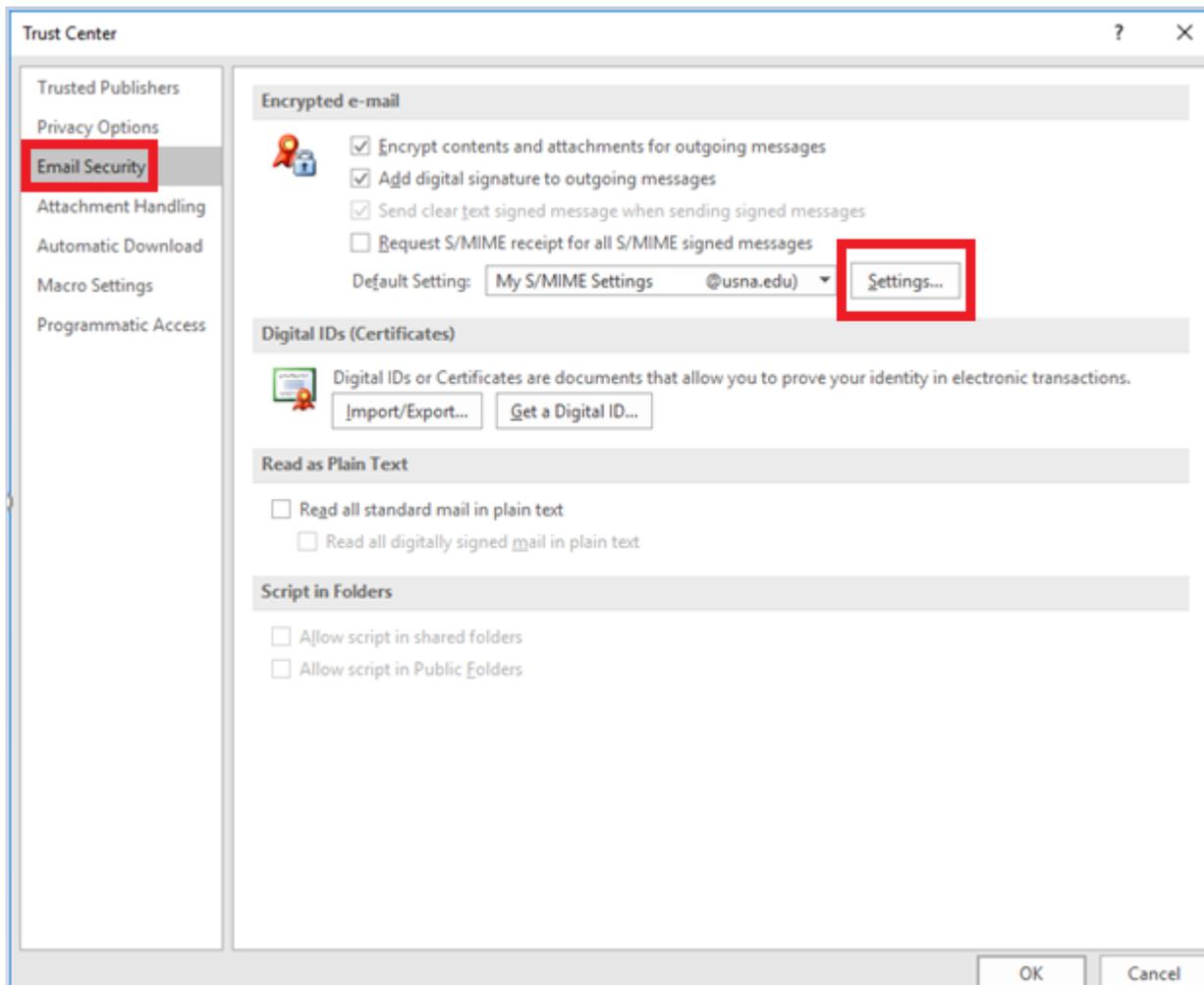
The Trust Center contains security and privacy settings. These settings help keep your computer secure. We recommend that you do not change these settings.

Trust Center Settings...

OK

Cancel

- Click on **Email Security** on the left hand side of the “Trust Center Settings”.
- Click on **Settings** in the **Email Security** section of the Trust Center.



- On the settings section of Email Security click on the drop down to select your Security Settings Name. Select your S/MIME information. Your Signing certificate and encryption certificate should auto populate at this point. Select **OK** on all open dialog boxes and windows to return to your outlook main screen.



In order to complete the encryption setup you must obtain the certificate of your intended recipient. To obtain their certificates, please visit the following website: <https://dod411.gds.disa.mil/>.