How to Configure Office365 on Gmail

1. Login to your gmail account.
2. Click the gear icon at the top right-hand side.
3. Click 'Settings'
4. Click 'Accounts' (Top Menu)
5. Delete any existing references to Astro accounts in 'Send Mail as' and 'Check mail from other accounts' sections
6. Click 'Add a mail account' in the 'Check mail from other accounts' section, and click 'Next'
7. Enter your @astro.as.utexas.edu email address in the 'Username' field.
8. Enter your EID password in the 'Password' field.
9. Enter outlook.office365.com in the 'POP Server' field.
10. Set Port to '995'
11. Check the box to 'Leave a copy of retrieved message on the server'
12. Check the box to 'Always use a secure connection (SSL) when retrieving mail'.
13. Click 'Add Account"
14. Select 'Yes, I want to be able to send mail as <your.email.address@astro.as.utexas.edu>, and click 'Next'.
15. Enter your name as you want it to appear in outbound messages in the 'Name' field.
16. Leave 'Treat as an alias' checked.
17. Click 'Next Step >>'
18. Enter smtp.office365.com in the 'SMTP Server' field.
19. Enter 587 in the 'Port' field.
20. Enter your full email address in the 'Username' field.
21. Enter your EID password in the 'Password' field.
22. The 'Secured connection using TLS (recommended)' radio button should be selected.
23. Click 'Add Account >>'
24. It takes between 3 and 10 minutes for the confirmation email to traverse the system.
    It will likely show up in the Office365 webmail first, but will also show up in the gmail account since it is configured to receive mail from Office365.
25. Either click the link in the verification email, or copy and paste the code into the verification field of the configuration window.
26. Click 'Verify', or 'Confirm', depending on the method of verification selected in step 25.