

# Configuring NLaw Accounts in Outlook 2010

## Step 1

The first thing you have to do before setting up an account is create an NLaw password. This password is separate from your NetID password. First, open a browser and got to the following address:  
**www.nlaw.northwestern.edu**



You will be navigated to a page with this login box. Enter your NetID and password in the upper set of fields and click **Login**.

It will navigate to your NLaw account.



In the upper-right corner, you will see a set of links. Click **Settings**.




Under **Settings**, click **Accounts**, and then click **Google Account settings**.



You will be directed the **Personal Settings** page. Click the **Changing your password** link.

It will redirect you to a page asking for your NetID and password. Enter those and it will take you to the page that allows password creation/change. Scroll down and enter your password, then type it again to confirm it. Click **Update** and it will create your NLaw password.

## Step 2



**Settings**  
General Labels Accounts Filters **Forwarding and POP/IMAP** Ch

**Forwarding:**  
 Disable forwarding  
 Forward a copy of incoming messages to the following forwarding address:  
  
Tip: You can also forward only selected messages.

**POP Download:**  
[Learn more](#)  
**1. Status: POP is enabled for this account.**  
 Enable POP for all mail (recommended)  
 Enable POP for mail that arrives only after this time:  
 Disable POP

**2. When messages are accessed, Outlook should:**  
 Download messages to this computer so they are available offline.  
 Download messages so they are available on this computer and the server.

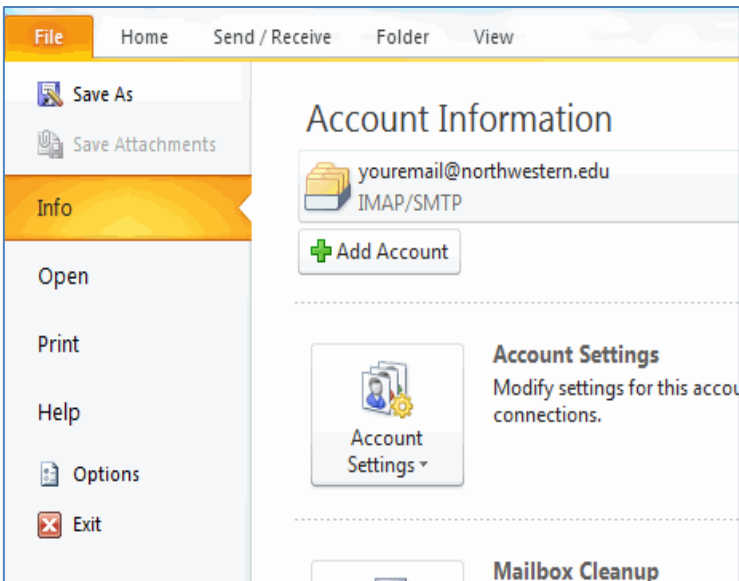
**3. Configure your email client to use POP:**  
[Configuration instructions](#)

**IMAP Access:**  
(access @nlaw.northwestern.edu Mail from other clients using IMAP)  
**Status: IMAP is disabled**  
 Enable IMAP  
 Disable IMAP

When you have created your NLaw password, log into your NLaw account and click **Settings**.

Click on the **Forwarding and POP/IMAP** tab.

Click **Enable IMAP** and save changes.



File Home Send / Receive Folder View

Save As  
Save Attachments

**Info**

Open  
Print  
Help  
Options  
Exit

**Account Information**  
youremail@northwestern.edu  
IMAP/SMTP

**Account Settings**  
Modify settings for this account's connections.

Mailbox Cleanup

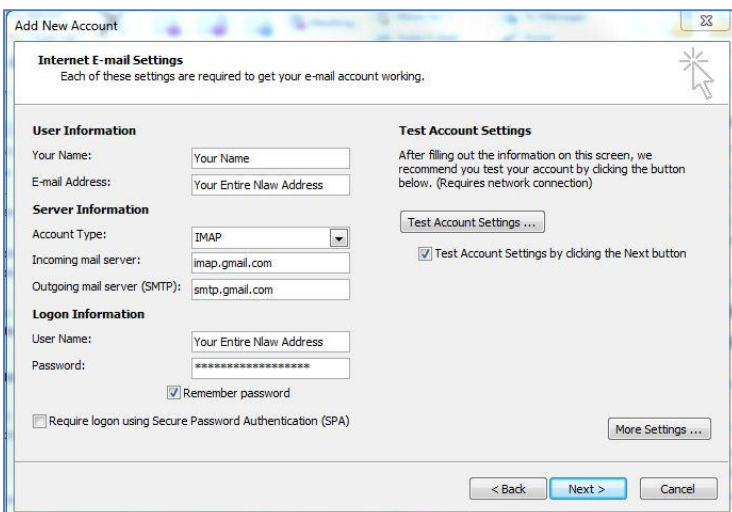
Open Outlook. If you haven't set up an account yet, the startup wizard will launch.

Click **Next**. Select **Yes** when asked if you want to create an e-mail account.

If you have created an account in Outlook 2010 before, click the **File** tab, and then click **Add Account**.

Select **Manually configure server settings or additional server types** and click **Next**.

Select **Internet E-mail** and click **Next**. The **Add New Account** window will open.



Add New Account

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name:   
E-mail 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)

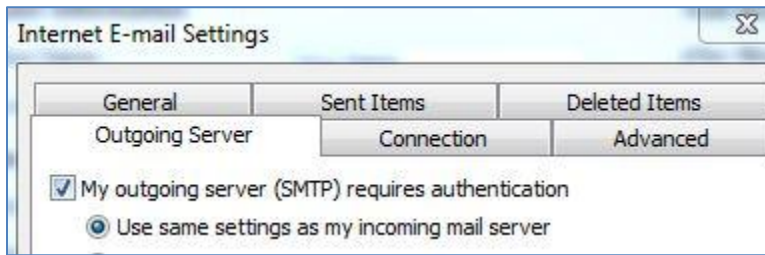
**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
  
 Test Account Settings by clicking the Next button

For **Your Name** type your full name.  
For **E-mail Address**, type your full NLaw address.

For **Account Type**, select **IMAP**.  
For **Incoming mail server**, type **imap.gmail.com**  
For **Outgoing mail server**, type **smtp.gmail.com**.

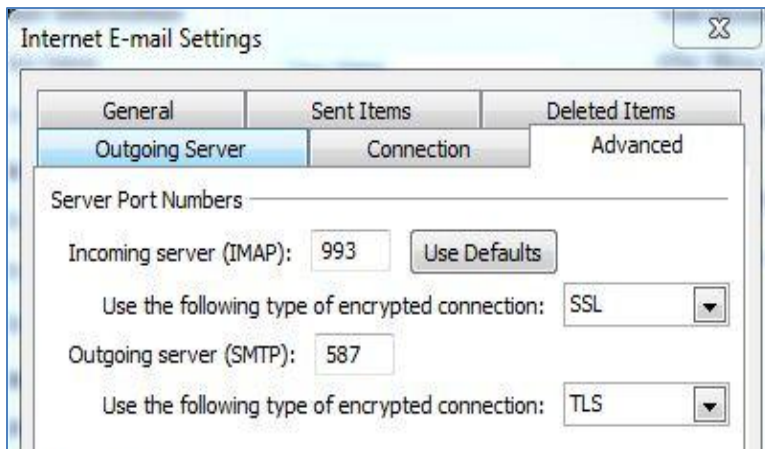
For **User Name**, type your entire NLaw address.  
For **Password**, type your NLaw password.  
Check the **Remember password** box.

Click **More Settings**.



Click the **Outgoing Server** tab.

Check the box next to **My outgoing server (SMTP) requires authentication**, and select **Use same settings as my incoming mail server**.

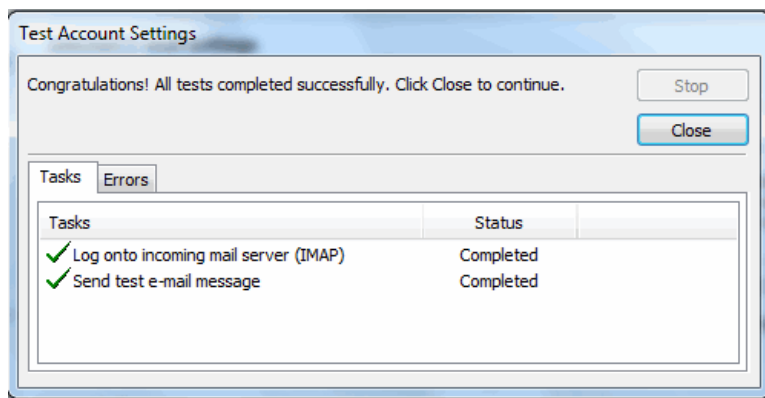


Select the **Advanced** tab.

Next to **Incoming server (IMAP)**, type **993**. For **Use the following type of encrypted connection**, select **SSL** from the drop-down.

Next to **Outgoing server (SMTP)**, type **587**. For **Use the following type of encrypted connection**, select **TLS** from the drop-down.

Click **OK**. Click **Next**.



The **Test Account Settings** window will launch.

Click **Close** when it has completed.

Click **Finish**.

Your account is now set up and ready to use.