Configuring NLaw Accounts in Outlook 2007

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.
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.

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 2007 before, click the Tools tab, and select Accounts. From there, click on New at the top-left corner to create a new account.

Check the box for 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.

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. Your account is now set up and ready to use.