2.2. Email client setting (IMAP)

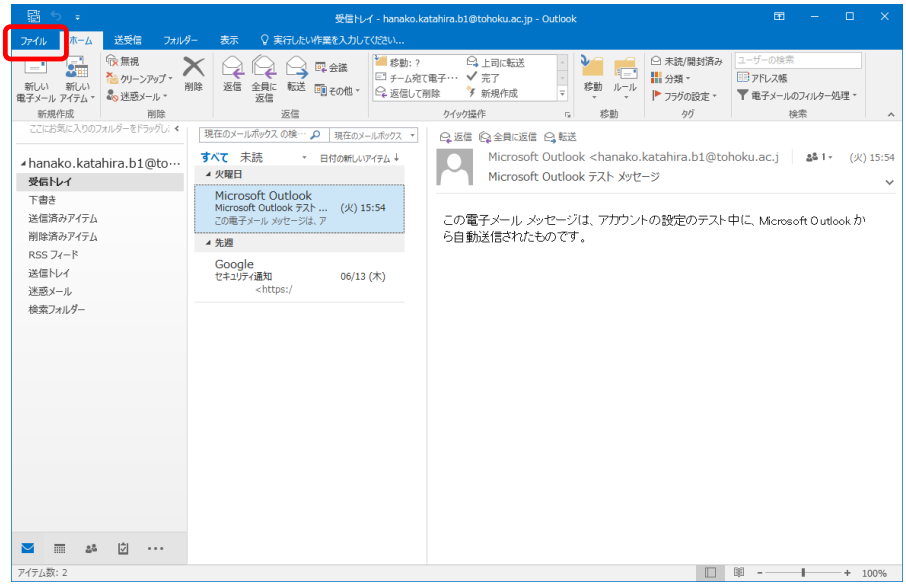
In this item, we will explain the setting method that can be received by IMAP with email client. The manual "1.4 POP / IMAP permission setting" needs to be done in advance.

2.2　Email client setting
2.2.1　IMAP reception setting（Outlook）
2.2.3　How to set mailing list address as sender

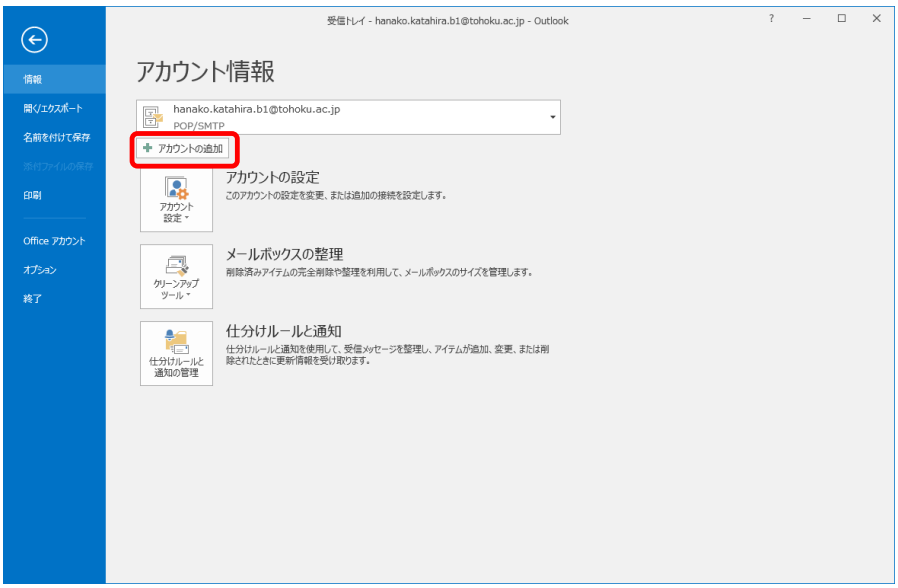
2.2　Email client setting
2.2.1　IMAP reception setting（Outlook）

In this section, we will explain how to add a new TUMail (Gmail) account with IMAP settings in the email client Outlook.
The manual "1.4 POP / IMAP permission setting" needs to be set in advance.

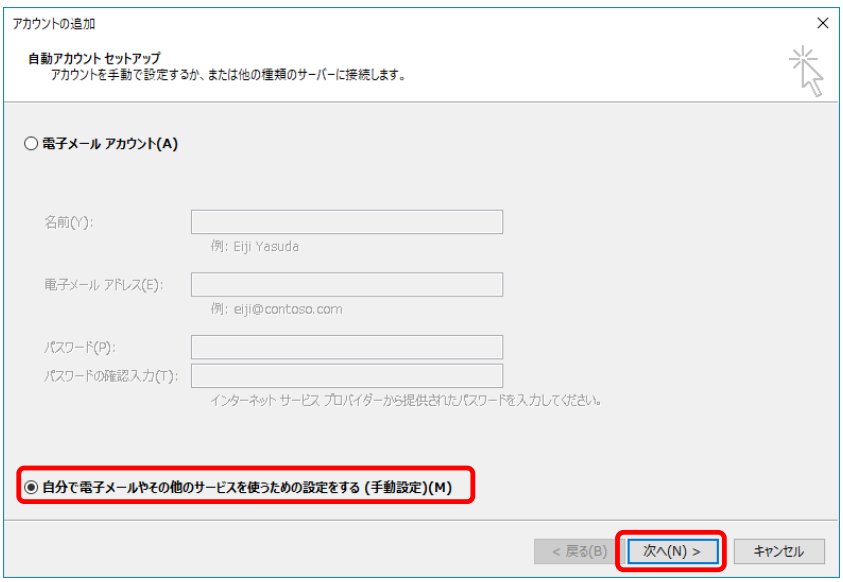
1. Click the File tab.



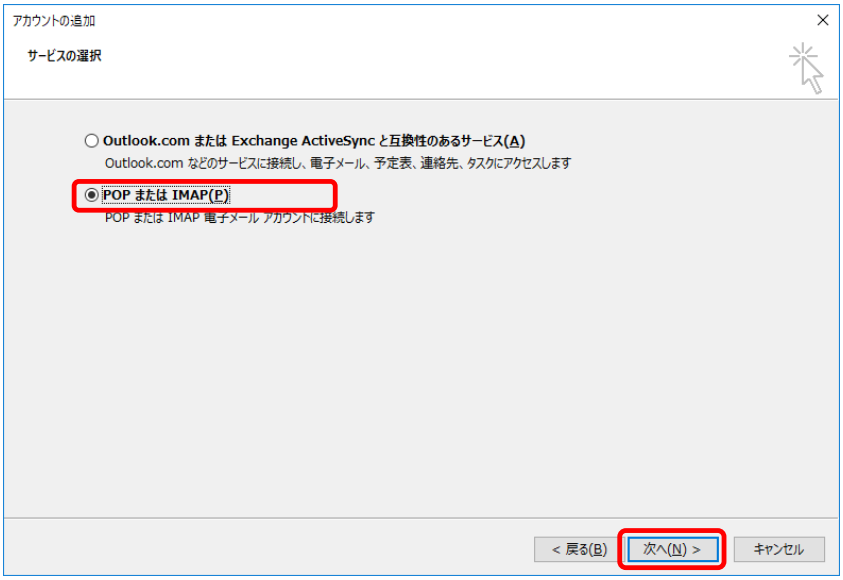
2. Click Add Account.



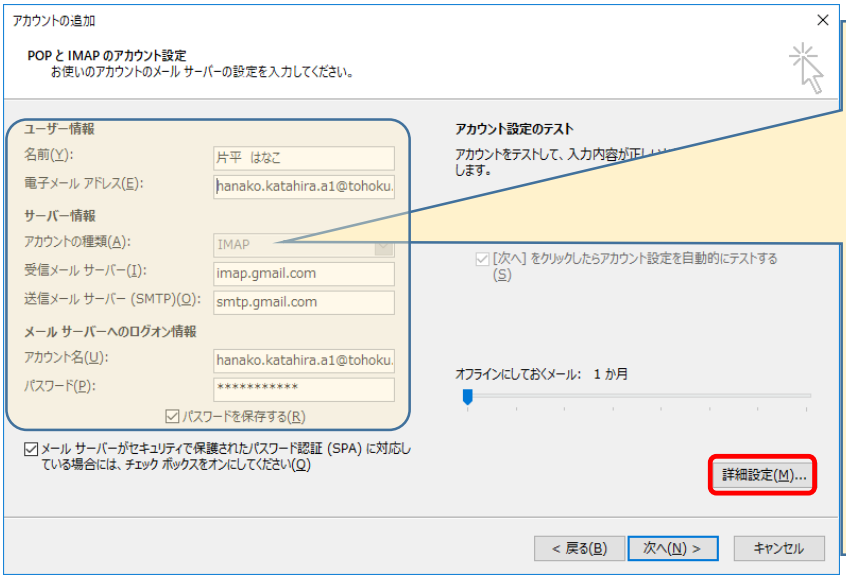
3. Select "Set up to use e-mail and other services yourself", and click "Next".



4. Select "POP or IMAP" and click "Next".



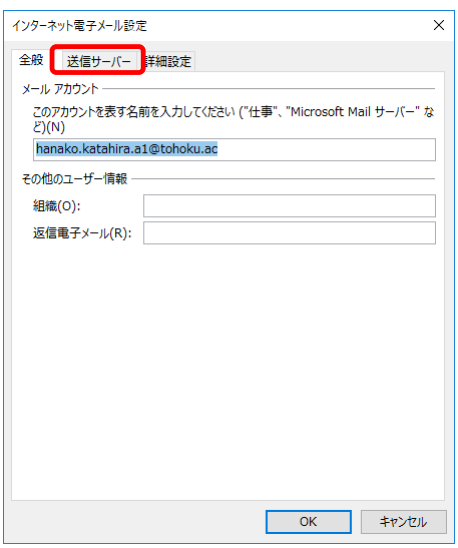
5. Make settings as follows, and click "Advanced".



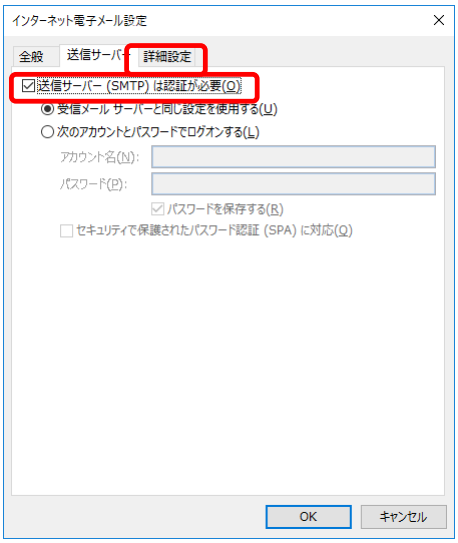
Name : Sender
Display name
Email address :
TUMail address
Account type :「IMAP」
Incoming server :
「imap.gmail.com」
Outgoing server :
「smtp.gmail.com」

Account :
TUMail address
Password :
Set in the manual "1.1 Login to TUMail"
※The 16-digit specification specified in the manual "1.6 App Password Settings" when setting 2-step authentication

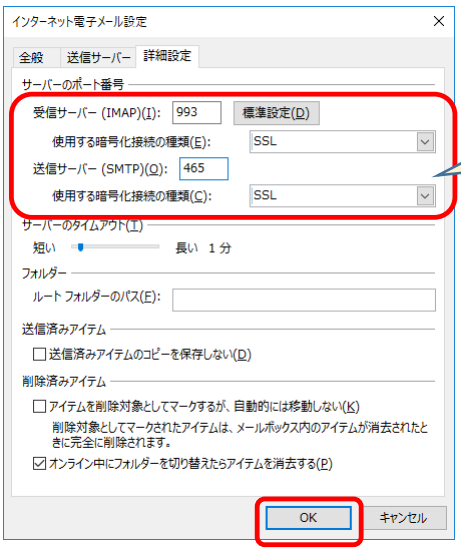
6. Click the Outgoing Server tab.



7. Check "Outgoing server (SMTP) requires authentication" and click the "Advanced" tab.

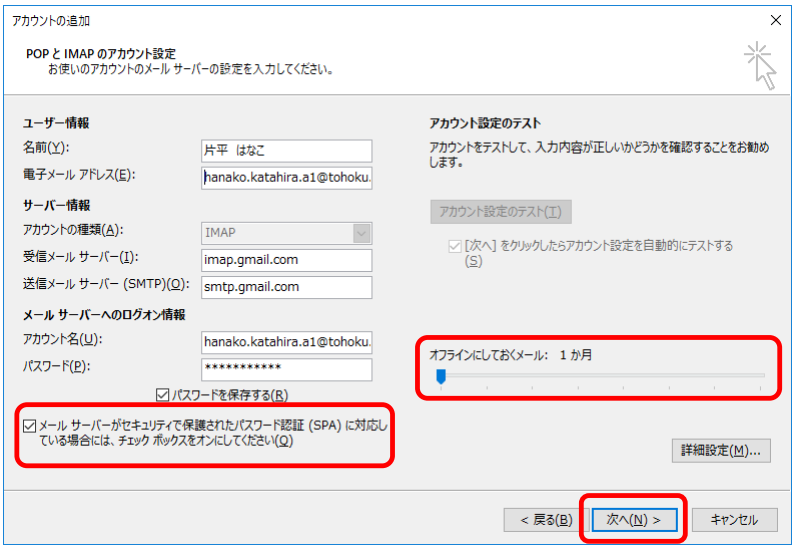


8. Set as below and click "OK".

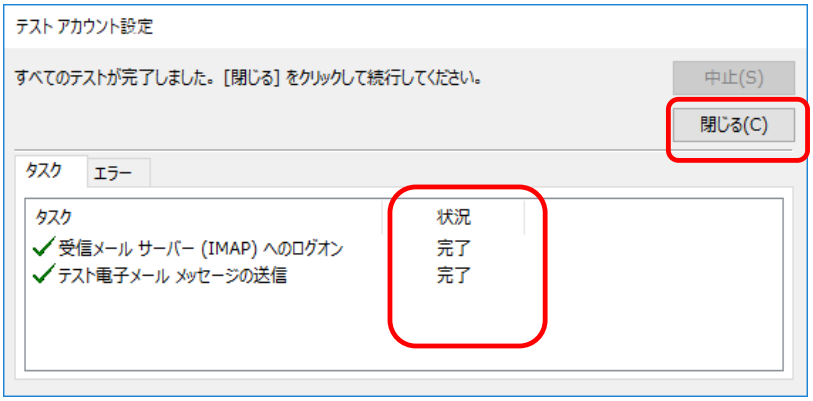


Encryption connection type:
Inbound server / Outbound server
Both "SSL"
port number
Receiving server "993"
Outgoing server "465"

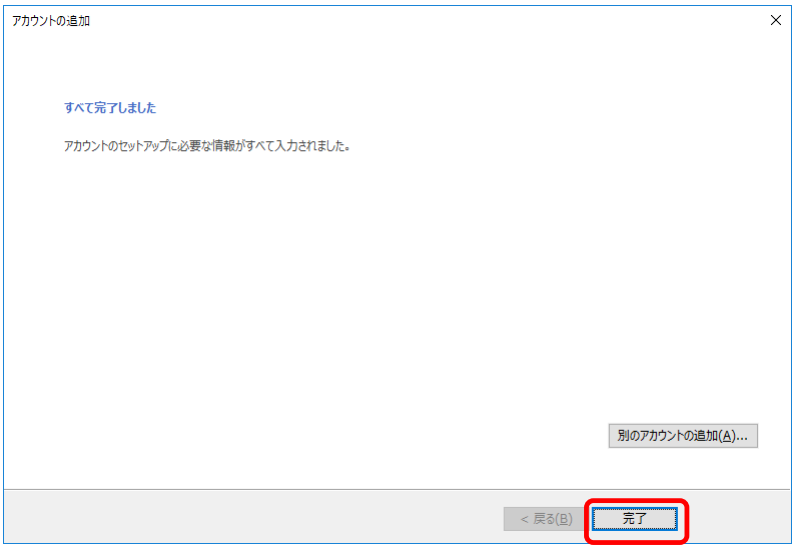
9. Check "Email server is security ...", set the mail to be offline to "1 month" and click "Next".



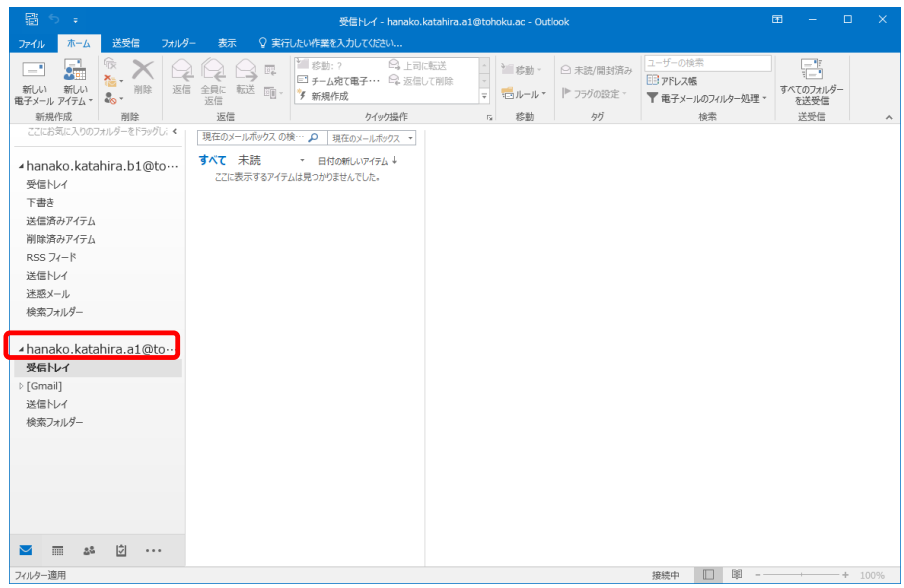
10. The send and receive tests will be performed, so when the status is complete, click Close.



11. Click "Finish".

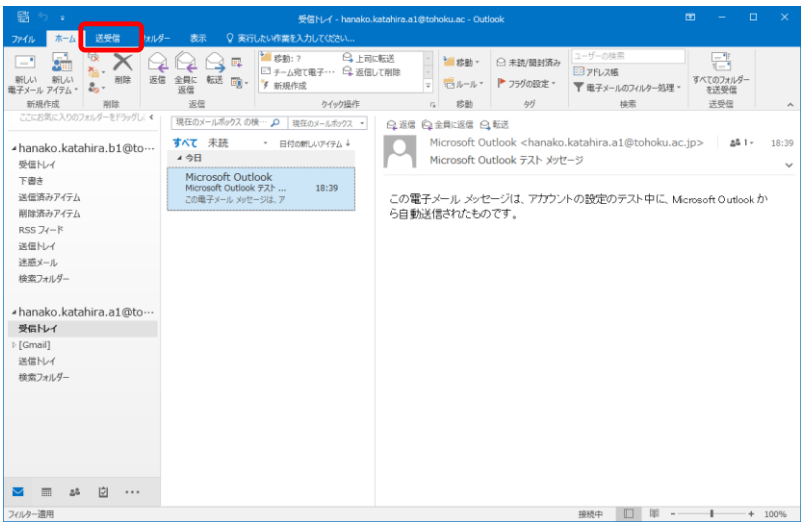


12. Confirm that the address of TUMail has been added.

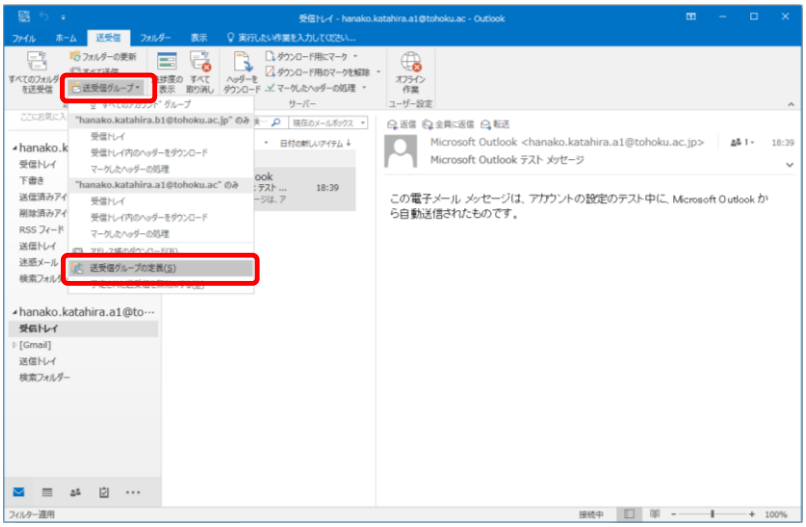


If current TUMail receiving setting is POP, please set to turn off POP reception according to the items on the following pages.
If the current TUMail receiving setting is IMAP, refer to the manual "3.1 Data Migration Method Using email client", and do data migration and deletion of current TUMail settings.

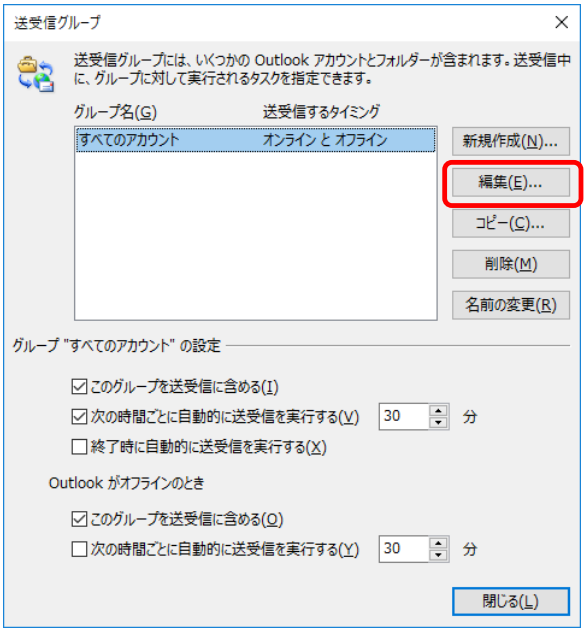
13. Click the "Send / Receive" tab.



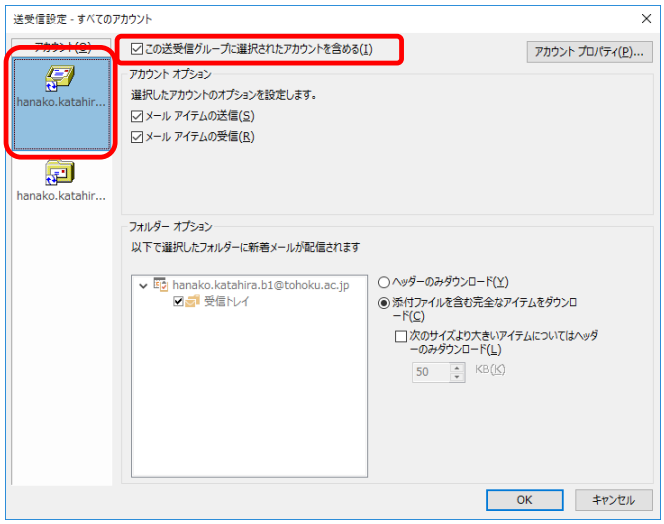
14. Click "Transmit / Receive Group" and "Define Send / Receive Group".



15. Click "Edit".



16. Select the old account, click "Include selected account in this send / receive group" and uncheck it.



17. Confirm that the old account is marked with "x" and click "OK".



2.2. Email client setting (POP)

This item explains how to set up POP reception with email client.
The manual "1.4 POP / IMAP permission setting" needs to be done in advance.

If you set up to receive both new and current TUMail, email will be sent to both during 6 / 17-7 / 31.

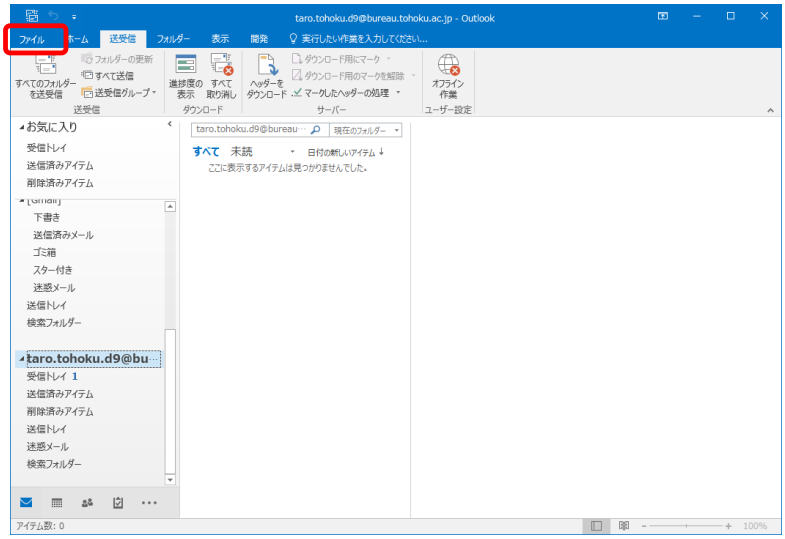
2.2 Email client setting
2.2.2 Email client setting (POP)
2.2.3 How to set mailing list address as sender

2.2 Email client setting
2.2.2 Email client setting (POP)

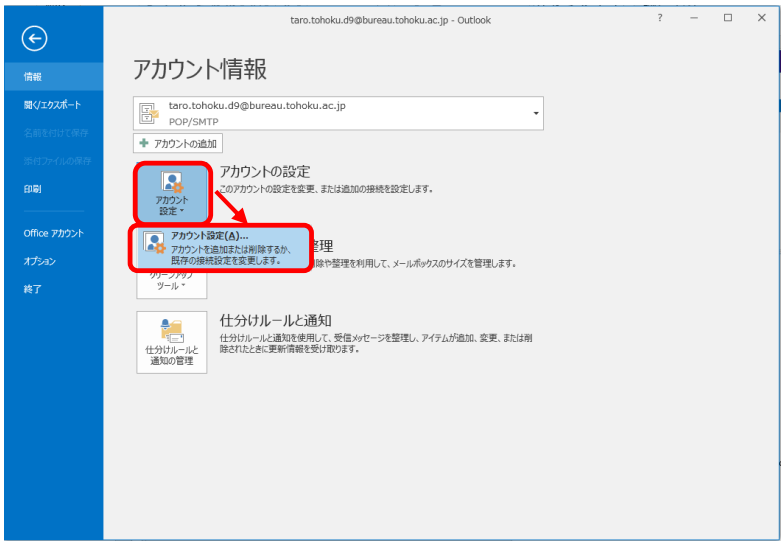
This item explains how to set up POP reception with email client.
The manual "1.4 POP / IMAP permission setting" needs to be done in advance.

If you set up to receive both new and current TUMail, email will be sent to both during 6 / 17-7 / 31.

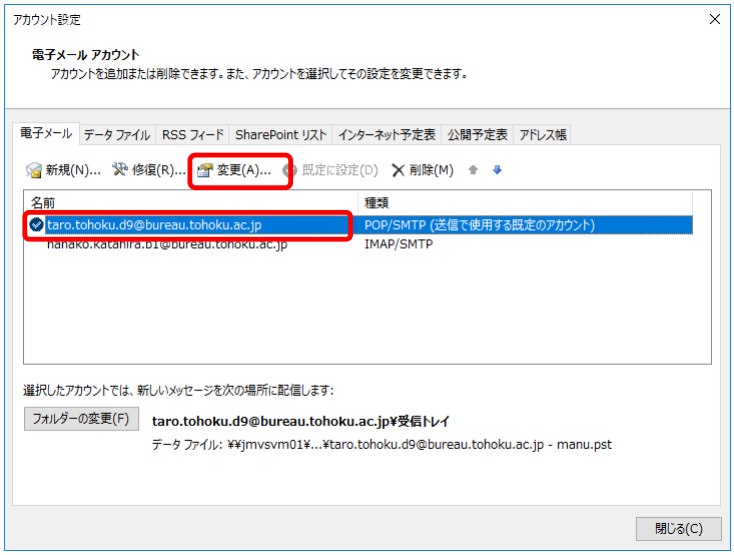
1. Click the File tab.



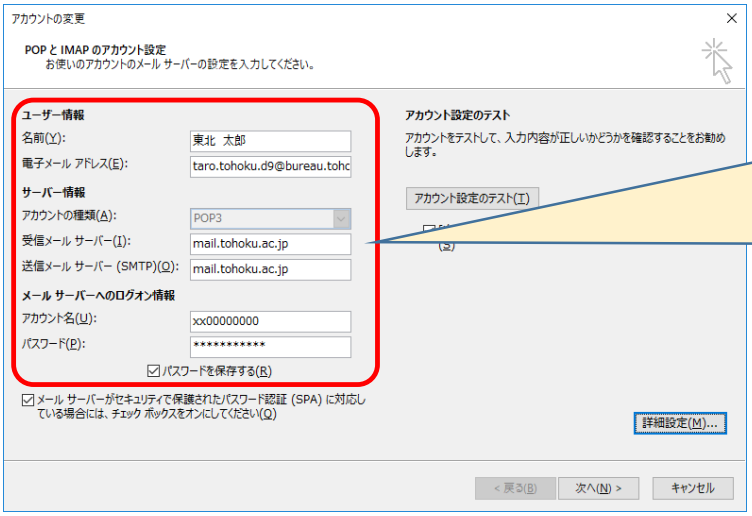
2. Click "Account settings" "Account settings" in order.



3. Select the address of TUMail and click "Change".



4. Rewrite user information to the setting of New Tohoku University Mail.



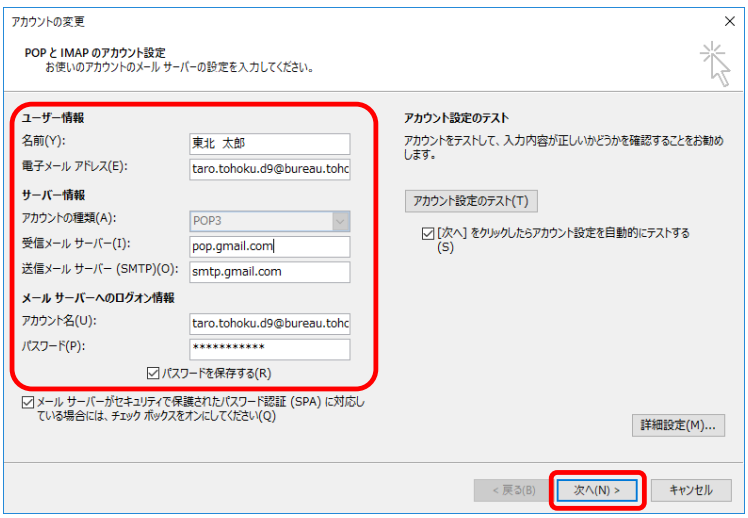
Incoming server :
「pop.gmail.com」
Outgoing server :
「smtp.gmail.com」

Account :
TUMail address
Password :
Set in the manual "1.1 Login to TUMail"

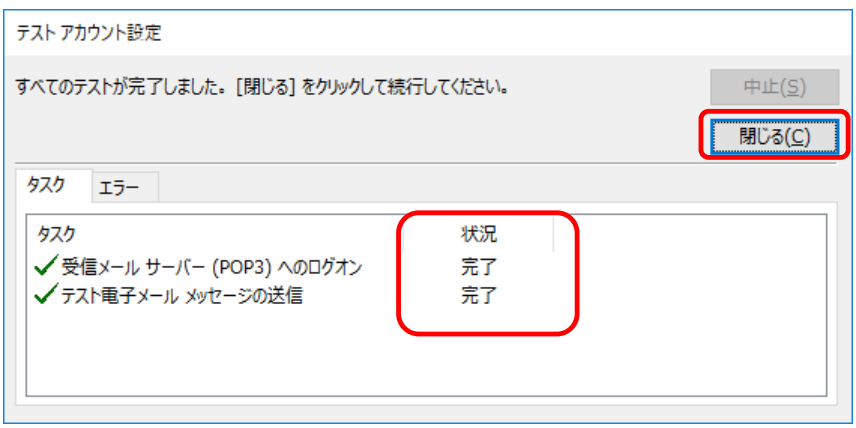
※The 16-digit specification specified in the manual "1.6 App Password Settings" when setting 2-step authentication

※ If you want to receive POP in multiple environments, you can receive by setting "recent: (TUMail address)". For details, please click following URL and see section of "I want to download emails on multiple email clients"
https://support.google.com/mail/answer/7104828?hl=en

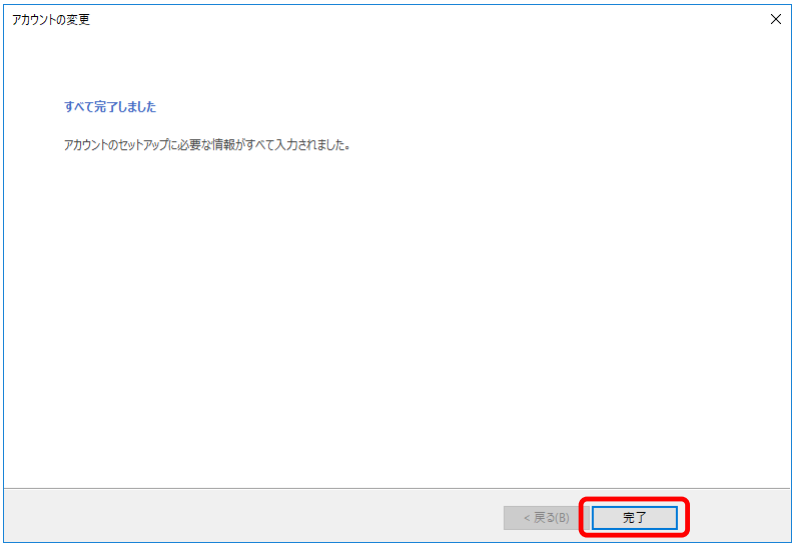
5. Confirm that it has been rewritten, and click "Next."



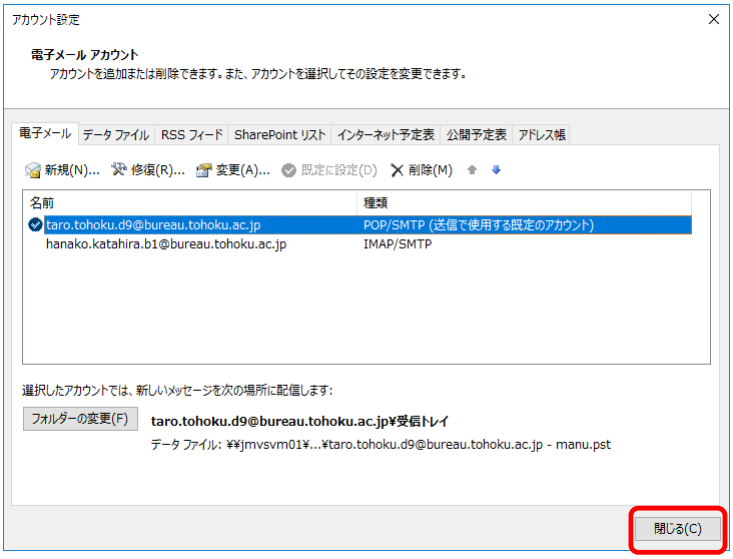
6. The send and receive tests will be performed, so when the status is complete, click Close.



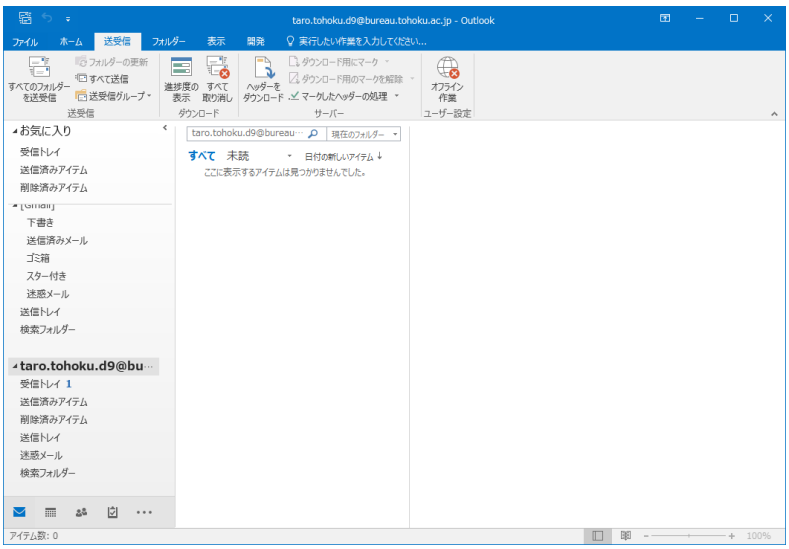
7. Click "Finish".



8. Click "Close".



9. Make sure you can use it without any problems.



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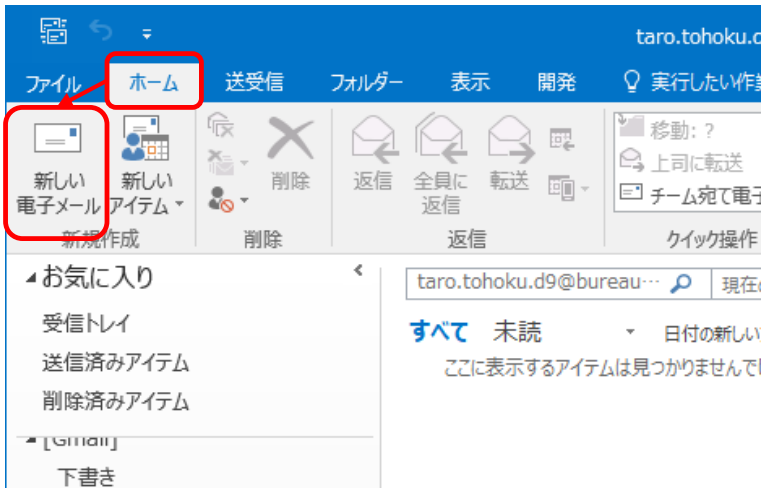
2.2. Email client setting（Outlook）
2.2.3 How to set sender as mailing list address （Outlook）

This section explains how to set up a group mail address as a sender in the email client **Outlook.**
“2.2.1 IMAP reception setting”or”2.2.2 POP reception setting” needs to be done in advance in the manual.

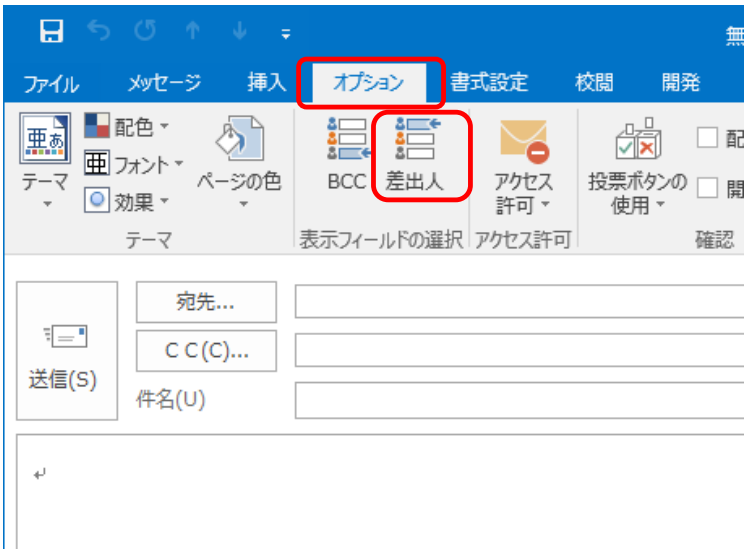
The setting on the Gmail side is also required in the manual "2.1.4 (Gmail)How to set mailing list address as sender".

Please make settings according to this manual also when sending from alias address.
Also in this case, the manual "2.2.1 IMAP reception setting" or "2.2.2 POP reception setting" needs to be set.
The setting on the Gmail side is also required in the manual "2.1.4 (Gmail)How to set mailing list address as sender".

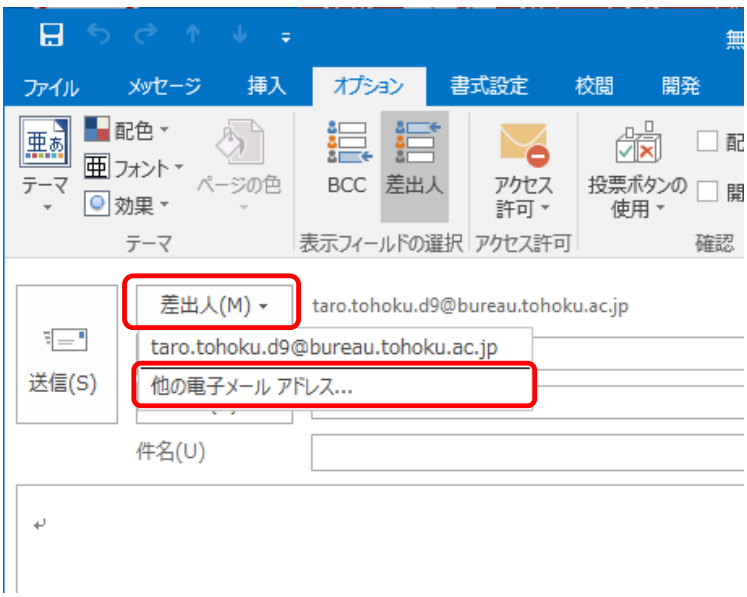
1. Start Outlook and from the Home tab click New Email.



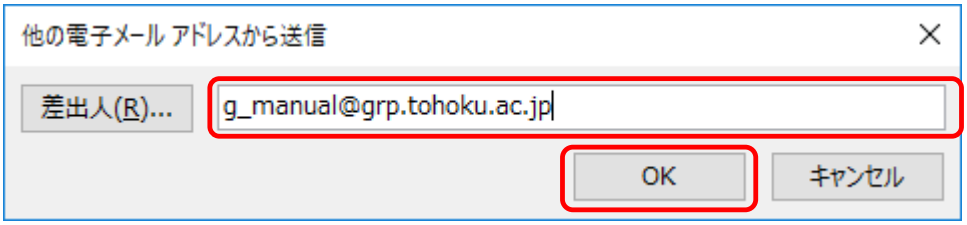
2. Click "From" from the "Options" tab.



3. Click "From" "Other Email Address".



4. Enter the mailing list address to be sent on the "Send from other e-mail address" screen and click "OK".



5. Verify that the mailing list address has been added to the sender.

