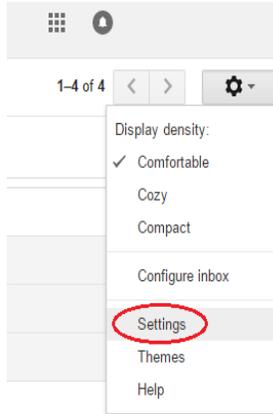
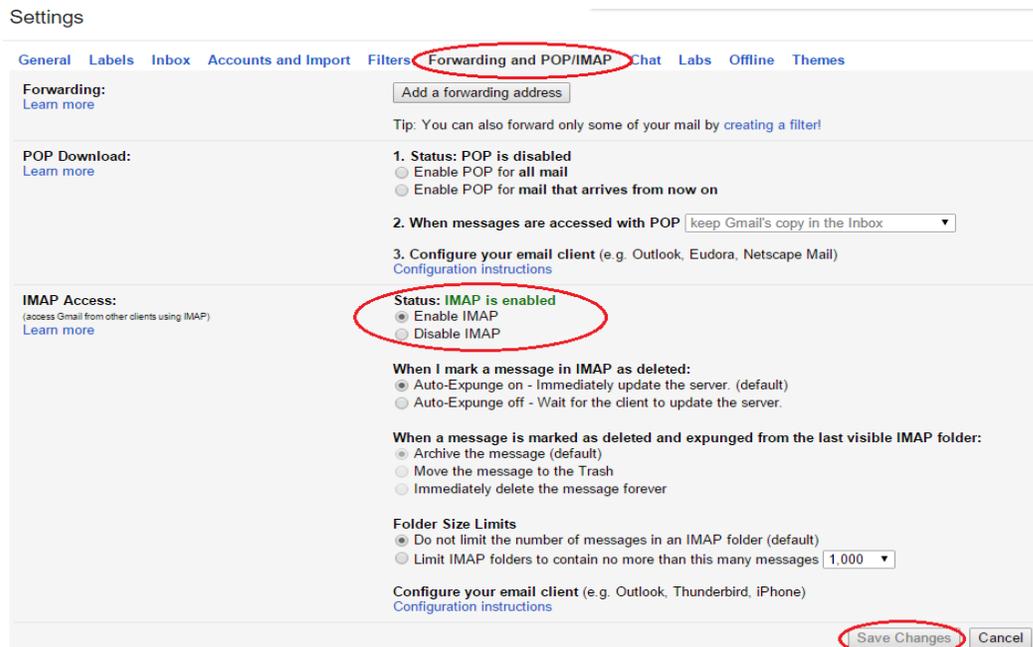


How to add an IMAP Gmail Account in UVC

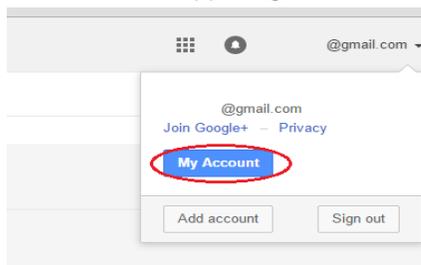
1. You will need to login to your Gmail account.
Next you will need to go into your **Settings** which are located under the left side of your main Gmail window:



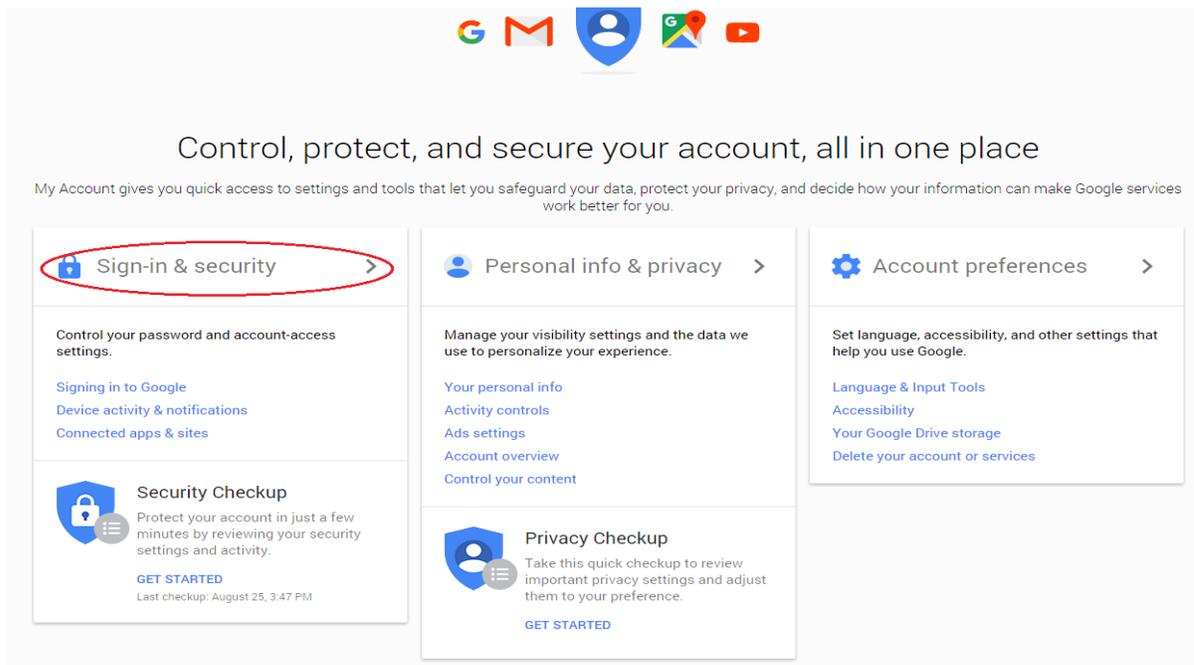
2. Under the tab **Forwarding and POP/IMAP** you will need to make sure that you IMAP is “Enabled” as shown below.



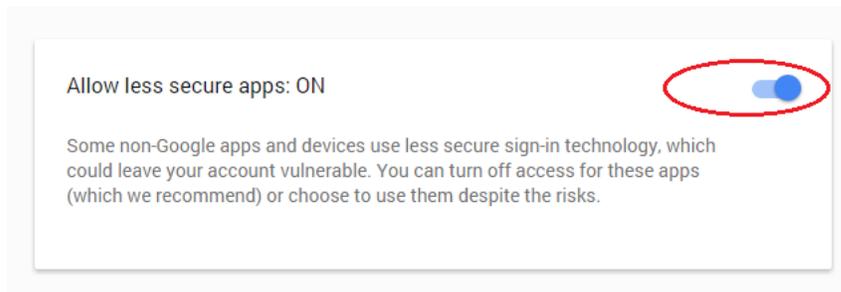
3. Next you will need to click on the arrow next to your Gmail account (your email account email address is located on the upper right corner of the window) and you will need to click on **My Account**.



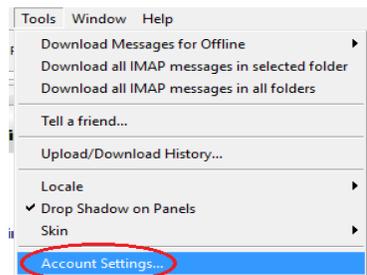
4. Click on the **Sign-In & Security** option:



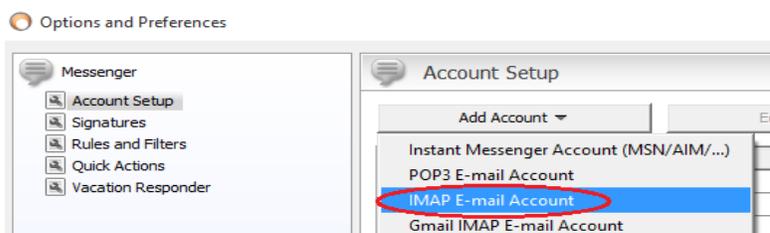
5. Scroll down to the bottom of the page until you see the option **Allow less secure apps**. Please enable that option as seen below:



6. Once you have completed the five steps mentioned above in your Gmail account you are now ready to proceed in adding your Gmail account to UVC.
7. Login to your UVC application. Click on **Tools** and then **Account Settings**.



8. Click on **Messenger** and then **Account Setup**. Click on the drop down menu under **Add Account** and select **IMAP E-Mail Account**.



9. Enter your information on this first window and then click on the **Next** button:

Internet E-mail Settings

Internet E-mail Settings
These settings are needed to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Logon Information

User Name:

Password:

Other User Information

Organization:

Reply E-mail:

Mail Account

Account Name:

< Back Next > Finish Cancel

10. Enter the following information (make sure it's as shown below). Once done click on the **Next** button.

Internet E-mail Settings

Internet E-mail Settings
These settings are needed to get your e-mail account working.

Server Information

Incoming mail server (IMAP):

Handle incoming mail through UVC servers (Recommended)

Handle incoming mail directly from my local computer

Enable Junk Filter

Outgoing Server

Connect to smtp server directly from my local computer Use UVC's built in SMTP server

Outgoing mail server (SMTP):

Outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Please click the button below in order to test your account settings

Test Account Settings

< Back Next > Finish Cancel

11. Again on this window enter the information as seen below. Once done click on the **Back** button.

Internet E-mail Settings

Internet E-mail Settings
These settings are needed to get your e-mail account working.

Server Port Numbers

Incoming server port: Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP) port:

This server requires an encrypted connection (SSL)

Use TLS Encryption

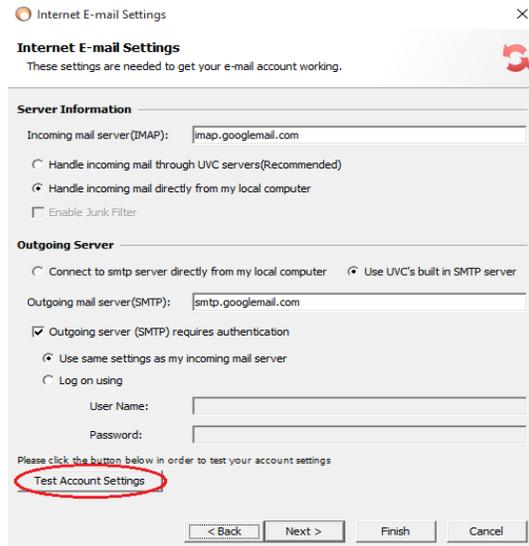
Connection Settings

Connection Timeout: 60 seconds

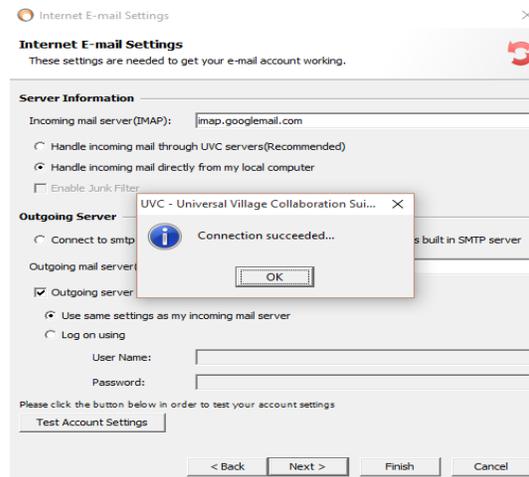
Check for new messages every: minutes

< Back Next > Finish Cancel

12. On this screen you will click on the **Test Account Settings** button to test your e-mail configurations.

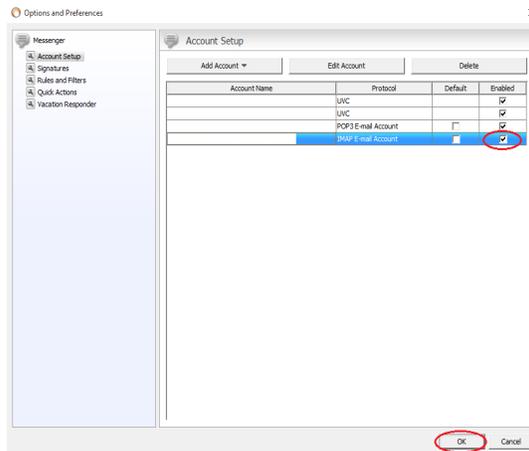


13. If done correctly you will see this message after UVC has finished testing:



Your next step you is click on the **Finish** button.

14. Make sure that your newly created IMAP account is **Enabled**. Once you have added a check mark next to that option click on the **OK** button to save your new Gmail account.



Please take note that it might take several minutes before the server syncs all your emails and adds them to your UVC application.