

How to add an IMAP Gmail Account in UVC

 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:

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	Display density: Comfortable Cozy Compact
	Configure inbox
	Themes Help

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

Settings	
General Labels Inbox Accounts and Import	Filters Forwarding and POP/IMAP Chat Labs Offline Themes
Forwarding: Learn more	Add a forwarding address
	Tip: You can also forward only some of your mail by creating a filter!
POP Download: Learn more	1. Status: POP is disabled
	Enable POP for mail that arrives from now on
	2. When messages are accessed with POP keep Gmail's copy in the Inbox
	 Configure your email client (e.g. Outlook, Eudora, Netscape Mail) Configuration instructions
IMAP Access: (access Gmail from other clients using IMAP) Learn more	Status: IMAP is enabled Enable IMAP Disable IMAP
	When I mark a message in IMAP as deleted:
	 Auto-Expunge on - immediately update the server. (default) Auto-Expunge off - Wait for the client to update the server.
	When a message is marked as deleted and expunged from the last visible IMAP folder: Archive the message (default) Mean the message the Tarch
	Immediately delete the message forever
	Folder Size Limits
	 Limit IMAP folders to contain no more than this many messages 1,000 •
	Configure your email client (e.g. Outlook, Thunderbird, iPhone) Configuration instructions
	Save Changes Cancel

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**.



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:	Enter your name here		
E-mail Address:	Enter your full email address here with the @gamail.com or any other		
Logon Information			
User Name:	Enter your full email address here with the @gamail.com or any other		
Password:	Enter your GMail password here		
Other User Inform	ation		
Organization:	Not mandatory to enter an organiztion name but you can if you want		
Reply E-mail:	Enter your full email address here with the @gamail.com or any other		
Mail Account			
Account Name:	Enter the name of this account here any practicle name		
	< Back Next > Finish Canc	el	

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

O 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): imap.googlemail.com	
C Handle incoming mail through UVC servers(Recommended)	
Handle incoming mail directly from my local computer	
Enable Junk Filter	
Outgoing Server	_
C Connect to smtp server directly from my local computer 🛛 🏵 Use UVC's built in SMTP server	
Outgoing mail server(SMTP): smtp.googlemail.com	
✓ Outgoing server (SMTP) requires authentication	
Use same settings as my incoming mail server	
C 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.

O Internet E-mail Settings	×
Internet E-mail Settings These settings are needed to get your e-mail account working.	5
Server Port Numbers Incoming server port: Use Defaults Use Defaults Outgoing server (SMTP) port: This server requires an encrypted connection(SSL) Use TLS Encryption	
Connection Settings Connection Timeout: 60 seconds Conck for new messages every: 10 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:

O 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): imap.googlemail.com
C Handle incoming mail through UVC servers(Recommended)
Handle incoming mail directly from my local computer
Enable Junk Filter
Outgoing Server
Connect to smtp Connection succeeded s built in SMTP server
Outgoing mail server
✓ Outgoing server
 Use same settings as my incoming mail server
C 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

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

 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.



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