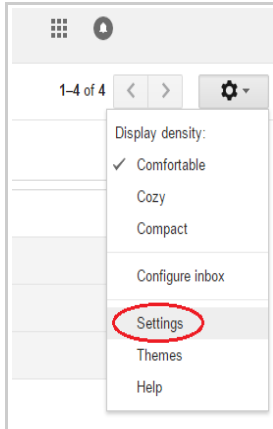
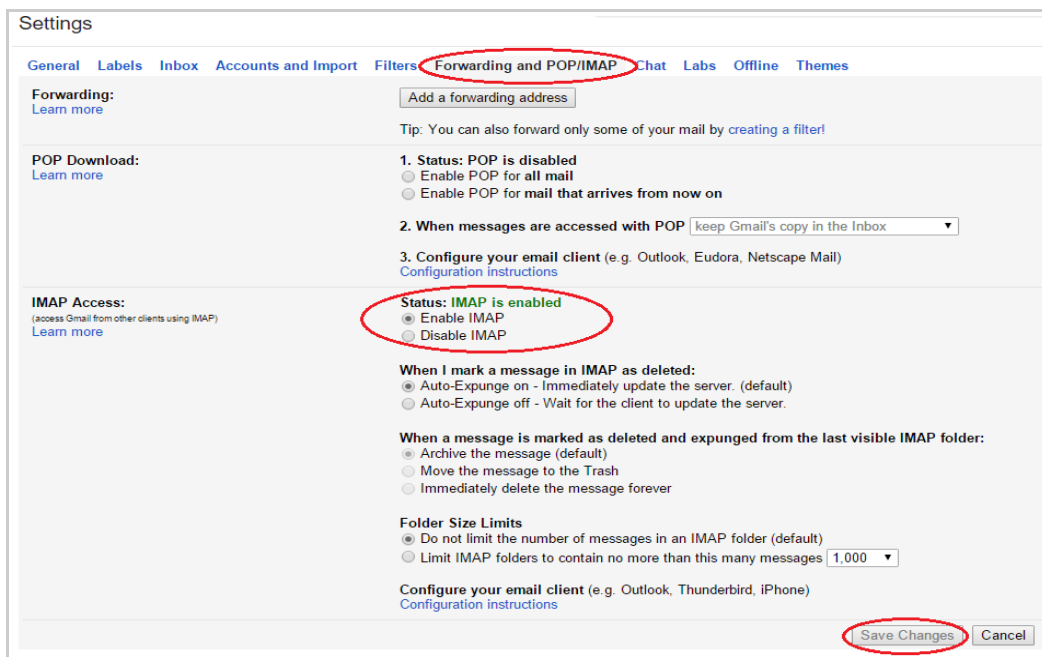


How to add an IMAP Gmail Account in UVC

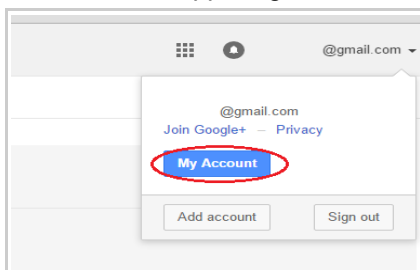
1. You will need to login to your Gmail account.
Next you will need to go into your **Settings** which are located under the left side of your main Gmail window:



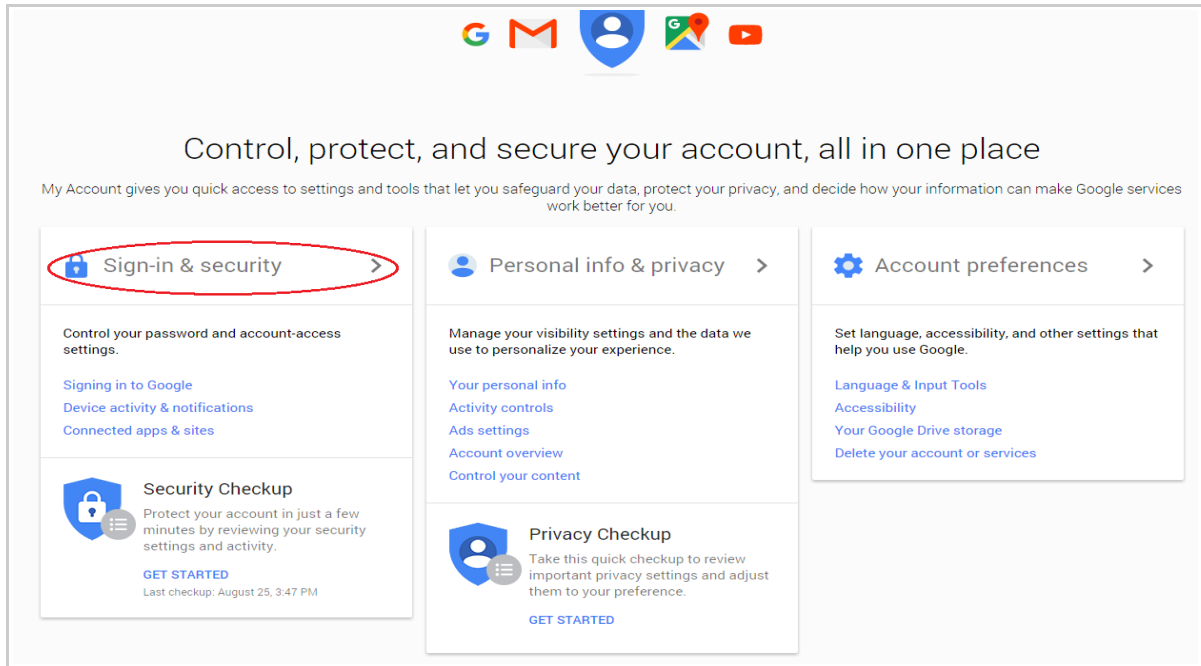
2. Under the tab **Forwarding and POP/IMAP** you will need to make sure that you IMAP is “Enabled” as shown below.



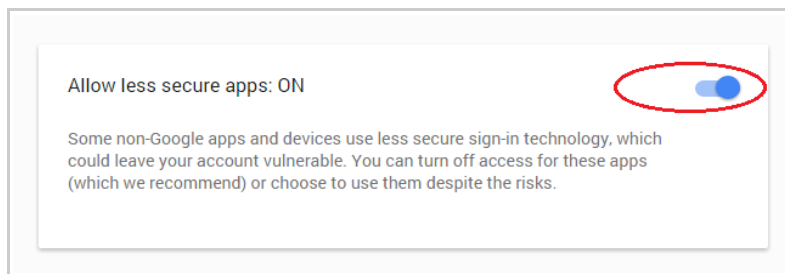
3. Next you will need to click on the arrow next to your Gmail account (your email account email address is located on the upper right corner of the window) and you will need to click on **My Account**.



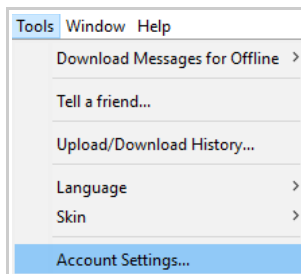
4. Click on the **Sign-In & Security** option:



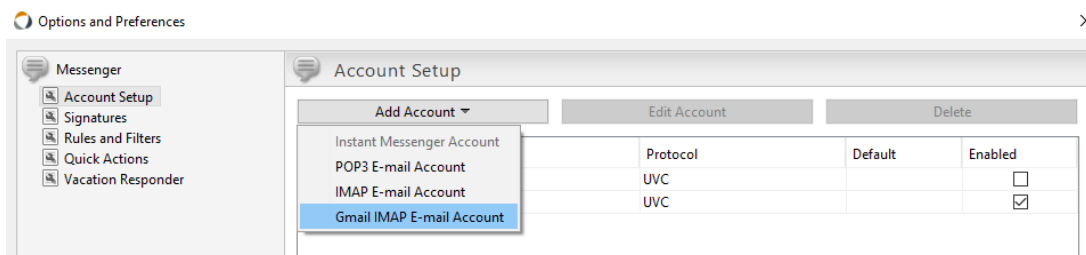
5. Scroll down to the bottom of the page until you see the option **Allow less secure apps**. Please enable that option as seen below:



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 -> Account Settings**.



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



9. Enter all relevant information on this first screen 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 as seen 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: 993 Use Defaults

This server requires an encrypted connection(SSL)

Outgoing server (SMTP) port: 465

This server requires an encrypted connection(SSL)

Use TLS Encryption

Connection Settings

Connection Timeout: 60 seconds

Check for new messages every: 10 minutes

< Back Next > Finish Cancel

12. Click on the **Test Account Settings** button to test your e-mail configurations.

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.gmail.com

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): smtp.gmail.com

Outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: _____

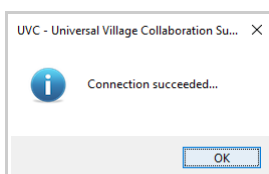
Password: _____

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

Test Account Settings

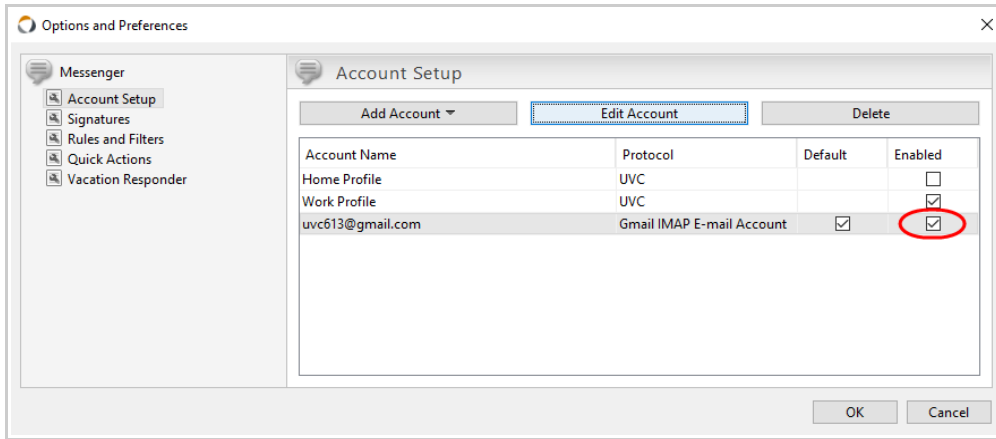
< Back Next > Finish Cancel

13. If all information is entered correctly you will see this message after UVC has finished testing.



Click on the **Finish** button to save your Gmail configurations.

14. Make sure that your newly created Gmail IMAP email account is **Enabled**. Click on the **OK** button to save your new email account in UVC.



Troubleshooting

If you are receiving an error **Failed to receive mail from** you will need to go to this URL (if you cannot click on this URL simply copy/paste it to a new Internet webpage).

<https://support.google.com/mail/answer/7126229>

Then click on the following option (make sure that you are logged in to your Gmail account before):

I can't sign in to my email client ^

If you can't sign in to your email client, you might see one of these errors:

- "Username and password not accepted"
- "Invalid credentials"
- You're asked to enter your username and password over and over

Step 1: Check your password

If you have these problems or can't sign in, first check to make sure you're using the right password.

Step 2: Try these troubleshooting steps

- Update your email client to the latest version.
- Use an App Password: If you use 2-Step Verification, try signing in with an [App Password](#).
- Allow less secure apps: If you don't use 2-Step Verification, you might need to [allow less secure apps to access your account](#).
- If you recently changed your Gmail password, you might need to re-enter your Gmail account information or completely repeat your Gmail account setup on your other email client.
- If the tips above didn't help, visit <https://www.google.com/accounts/DisplayUnlockCaptcha> and follow the steps on the page.
- The email client's sign-in method might be insecure. Try signing in directly on the Gmail app.

If you have issue accessing the above webpage use the link below.

<https://www.google.com/accounts/DisplayUnlockCaptcha>

This link will enable the captcha feature link to your Gmail account.