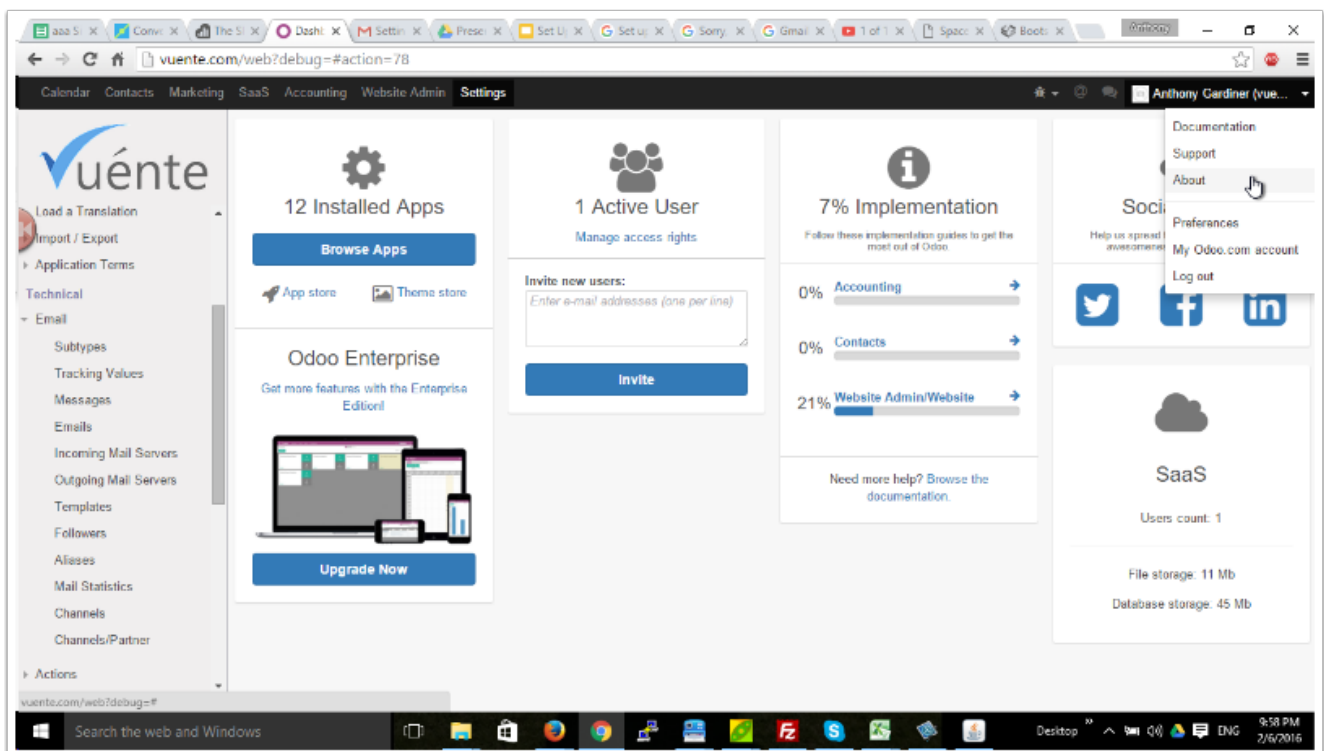


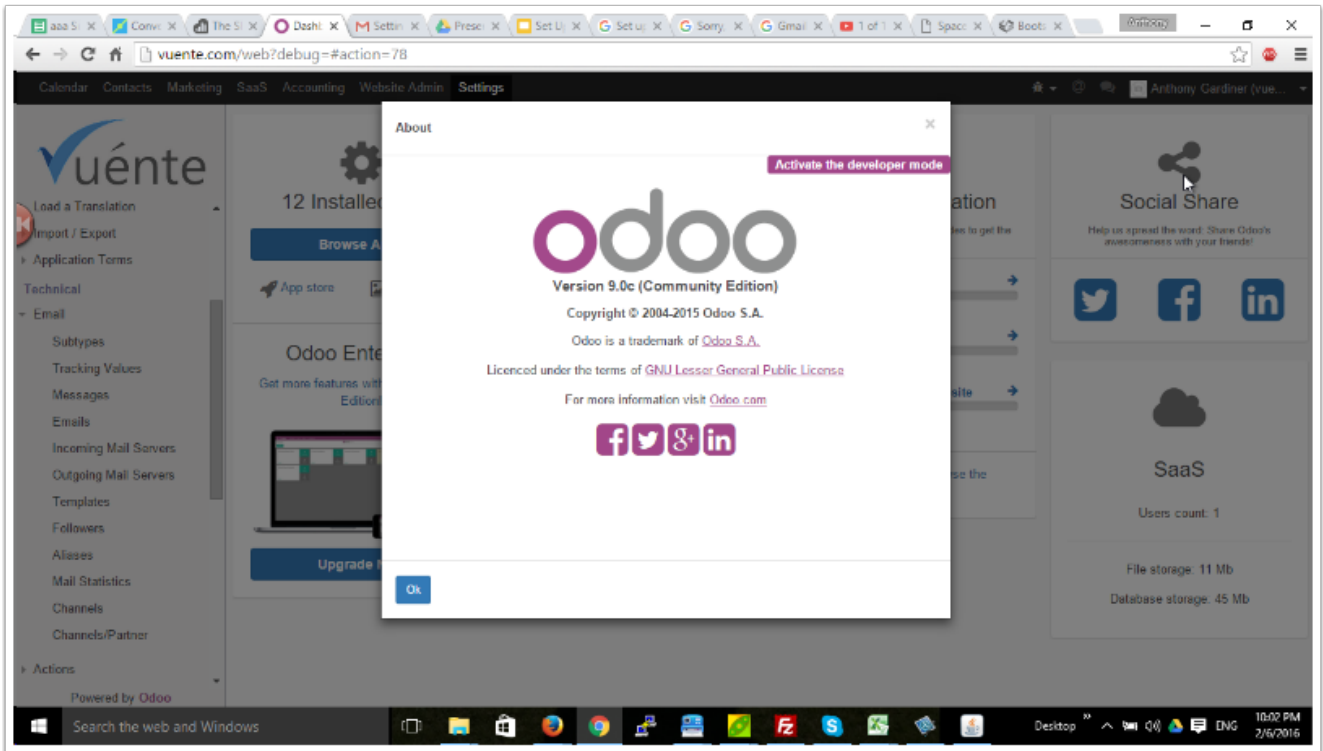
Configuring Your Gmail With Vuento and Odoo

In these screen steps we expect with a reasonable amount of technical skill you can in fact set up your own email quite easily. [If you would like assistance please enquire here](#)

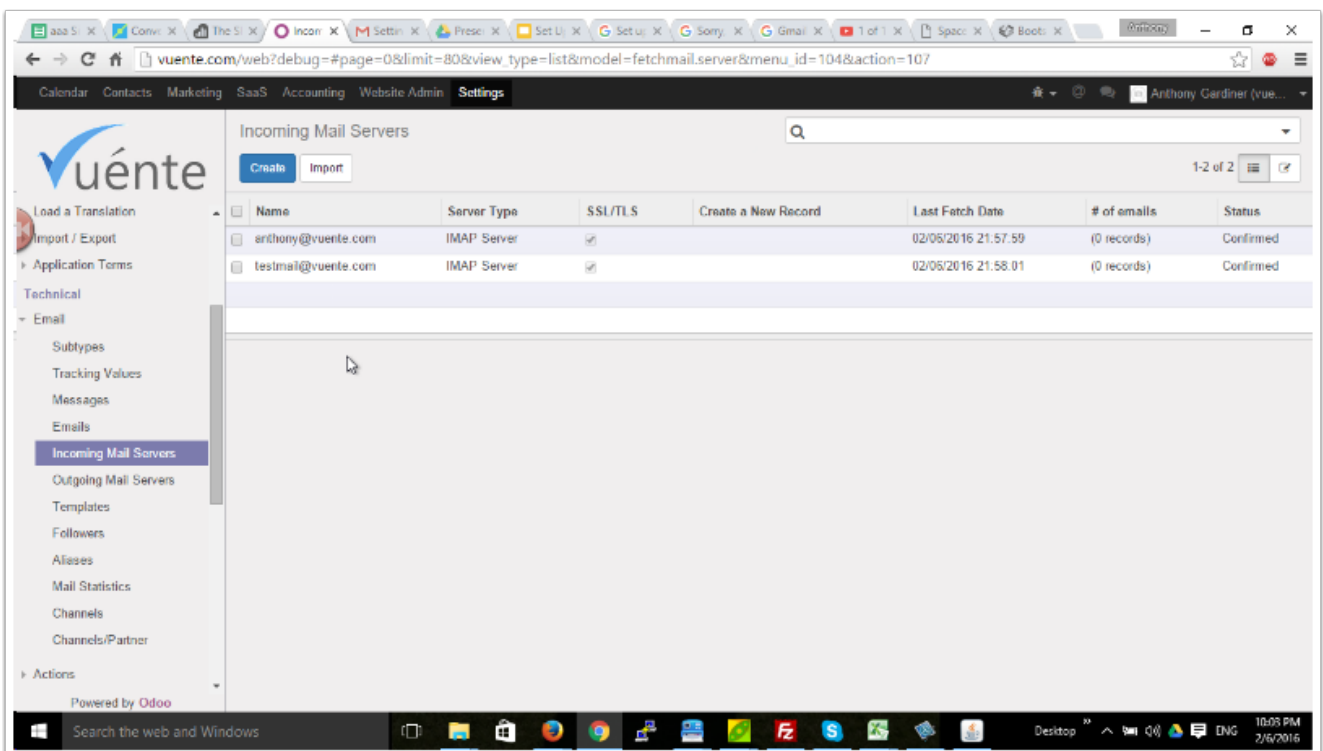
1. Select the About word found in the top right of your screen under your log in name



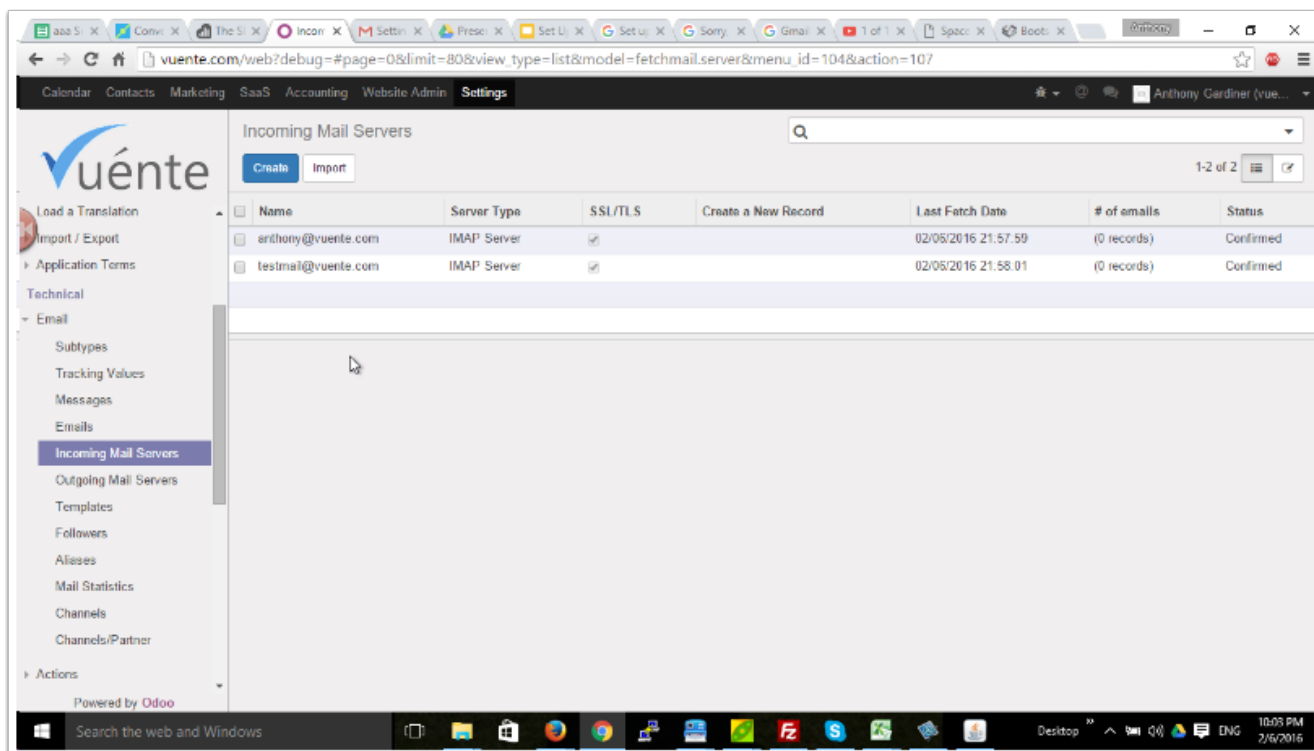
2. Activate the developer mode. Warning, this is becoming a technical area and we request you be careful in your steps



3. Go To Your Settings Menu and You should now be able to find your Email and Options



4. Go To either your in or outgoing servers as required. I am adding an incoming email address for this illustration



5. Select the Blue create Button. From here I followed these Google steps myself.

[If required you can find and follow the google guide here](#)

Set up Gmail with Outlook, Apple Mail, or other mail clients

You can download messages from Gmail and see them using a program like Microsoft Outlook, Apple Mail, or Thunderbird, even when you aren't online. This process is called POP or IMAP, and is free for all Gmail users.

Tip: We recommend using IMAP if possible because it's the best way to make sure you can see all your mail at any time on all of your devices. If you'd like to use POP instead, learn how

to enable POP.

Use Gmail for automatic email responses

When you use an email client, like Outlook or Apple Mail, automatic email replies might not work as you expect.

It's a good idea to use Gmail's vacation responder, which you can set up in Gmail Settings, rather than one provided by the non-Gmail service. Learn more about automatic responses in Gmail.

Get startedI want to enable IMAP

You can retrieve your Gmail messages with a client or device that supports IMAP, like Microsoft Outlook or Apple Mail.

Enable IMAP in your Gmail settings

1. Sign in to Gmail.
2. Click the gear in the top right .
3. Select Settings.
4. Click Forwarding and POP/IMAP.
5. Select Enable IMAP.
6. Click Save Changes.

Note: This setting is not available while using the basic HTML view of Gmail. To enable IMAP, use the standard view instead. Find out more about standard view and basic HTML view.

Once you've enabled IMAP in your Gmail settings, you need to configure your client. Select a client below to see specific configuration instructions.
Other

Google Apps users, please follow the default instructions unless otherwise noted, replacing 'your_domain.com' with your actual domain name.

Many clients will automatically configure the appropriate IMAP connection settings for your account, but confirm that the

connection settings your client configures are the same as what's listed below.

If you're using a client that's not listed above, you can also use the following information to configure your IMAP. If you have problems, contact your mail client's customer support department for further instructions.

Incoming Mail (IMAP) Server – Requires SSL

imap.gmail.com

Port: 993

Requires SSL: Yes

Outgoing Mail (SMTP) Server – Requires TLS

smtp.gmail.com

Port: 465 or 587

Requires SSL: Yes

Requires authentication: Yes

Use same settings as incoming mail server

Full Name or Display Name: [your name]

Account Name or User Name: your full Gmail address (username@gmail.com). Google Apps users, please enter username@your_domain.com

Email address: your full Gmail address (username@gmail.com)
Google Apps users, please enter username@your_domain.com

Password: your Gmail password

If your client does not support SMTP authentication, you won't be able to send mail through your client using your Gmail address.

Also, if you're having trouble sending mail but you've confirmed that encryption is active for SMTP in your mail client, try to configure your SMTP server on a different port: 465 or 587.

Username and password not working? Some apps require you to also turn on access for less secure apps before setting up POP/IMAP connections.

6. Add your details to the new incoming email server

The screenshot displays the Vuente web interface for configuring a new incoming mail server. The page title is "Incoming Mail Servers / New". The form includes the following fields and sections:

- Name:** Anthony's Vuente Email
- Server Type:** IMAP Server
- Last Fetch Date:** (empty)
- Server & Login:** (tabbed section)
- Server Information:**
 - Server Name:** imap.gmail.com
 - Port:** 993
 - SSL/TLS:**
- Login Information:**
 - Username:** you@yourgmail.gmail.com
 - Password:** (masked with dots)
- Actions to Perform on Incoming Mails:**
 - Create a New Record:** (dropdown menu)
 - Server Action:** (dropdown menu)

7. Connection Issues

- I searched the cloud for solutions also to my Odoo email set up problem and found this Odoo Forum post to be quite informative.
- [I looked at this google apps document to allow less secure apps to be used](#)
 - In fact my client hadn't informed or I'd forgotten if the email address was actually a Google App!

- I also found this Slideshare presentation quite beneficial
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