



**Koninklijke
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Beeldende
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**Royal
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**Hogeschool der Kunsten
Den Haag
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Integrating your Office 365 KABK Account with Gmail

Version: 1.23 Author: Waldo de Borst Owner: systeembeheer@kabk.nl Last updated: 11-01-2019

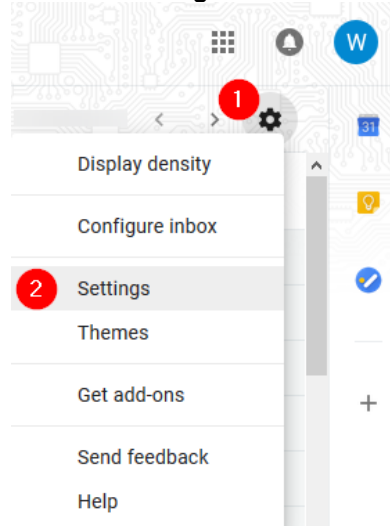
Warning: Please make sure to **enable** the option **Leave a copy of retrieved message on the server**. If you do not do this, all messages will be **removed** from the KABK account.

Introduction: Many people have set a forwarding rule for their KABK account. With Office 365, we now have the option of natively using the KABK account from the Gmail interface. The biggest advantages of this are that you see the original sender in the inbox, and that you can instantly reply from the KABK account.

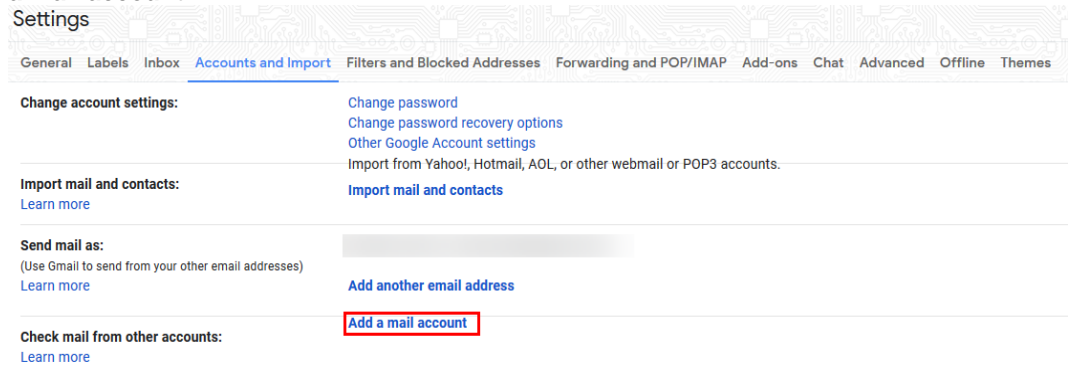
This short guide will help you set this up. The guide is split up in two parts: receiving email and sending email. Please make sure to follow the steps and pay attention to the warning.

Receiving email:

- Log in to your Gmail account.
- Go to the **Settings icon** and click **Settings**



- Go to **Accounts and Import**. Under **Check mail from other accounts** click **Add a mail account**





- Enter the email address of your KABK account

Add a mail account

Enter the email address you would like to add.

Email address:

- Select **Import emails from my other account (POP3)**

Add a mail account

You can either import emails from j.haarbos@kabk.nl to your Gmail inbox, or link the accounts using Gmailify. With Gmailify, you keep both email addresses but can manage emails from both using your Gmail inbox. [More about Gmailify](#)

Link accounts with Gmailify
Gmailify is not available for this provider.

Import emails from my other account (POP3)

- Fill in the following settings:

1. Your username (including @kabk.nl)
2. Your KABK password
3. POP server and port (this is always **outlook.office365.com** and the port is **995**).
4. **Leave a copy of retrieved message on the server. Warning:** this option is turned **off** by default. Be sure this option is **checked (turned on)**. If you leave this option turned off, it will **remove** all imported mails from your KABK account!
5. This option needs to be turned **on**.
6. You can set this option to your personal preference.
7. You can set this option to your personal preference.

Enter the mail settings for j.haarbos@kabk.nl. [Learn more](#)

Email address: **j.haarbos@kabk.nl**

1 Username:

2 Password:

3 POP Server: Port: ▾

4 Leave a copy of retrieved message on the server. [Learn more](#)

5 Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

6 Label incoming messages: ▾

7 Archive incoming messages (Skip the Inbox)



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Sending email:

- When the account is added you will be asked if you want to be able to send email as your KABK account. If you want to do this, select **Yes** and click **Next**

✓ Your mail account has been added.

You can now retrieve mail from this account.
Would you also like to be able to send mail as j.haarbos@kabk.nl?

Yes, I want to be able to send mail as j.haarbos@kabk.nl.
 NO (you can change this later)

[Next »](#)

- Enter your name. Leave the **treat as an alias** turned on
Add another email address that you own

Enter information about your other email address.
(your name and email address will be shown on mail that you send)

Name:

Email address:

Treat as an alias. [Learn more](#)
[Specify a different "reply-to" address](#) (optional)

[Cancel](#) [Next Step »](#)

- Fill in the following settings:
 - The SMTP server is **smtp.office365.com**. The port is 587.
 - Your username (including @kabk.nl).
 - Your KABK password.
 - This should always be **TLS**.

Add another email address that you own

Send emails through your SMTP server

Configure your emails to be sent through kabk.nl SMTP servers [Learn more](#)

1 SMTP Server: Port:

2 Username:

3 Password:

4 Secured connection using **TLS** (recommended)
 Secured connection using **SSL**

[Cancel](#) [« Back](#) [Add Account »](#)

- An email with a confirmation will be sent to your KABK mail. Click the link or enter the code to complete the setup.