Configuring Office 365 to send via Gmail

Use these instructions to send mail from your @hms.harvard.edu email address via Gmail.

**Important:**
This configuration is neither approved nor supported by HMS; Use at your own risk. These instructions may not be adequate for all situations, nor will they be updated on a regular basis. This configuration has been verified in a lab setting and are known to work under those circumstances. HMS is unable to provide in-depth support for this configuration. If you need assistance in setting this, please bring your laptop computer the HMS IT Student Computing Support office. We will provide best-effort support only.

These instructions assume you have already configured forwarding your HMS Email to your Gmail account.

To configure Gmail to send through HMS servers:
1. Log into your Gmail account
2. Click on the gear menu in upper right corner to edit the Settings.
3. Click on “Accounts and Import”.
4. Click “Add another email address you own”.
5. Enter your name as you want it to appear in your email.
6. Enter your FULL HMS email address.
7. Select the radio button for “Send through hms.harvard.edu SMTP servers”.
8. Enter the following information:
   a. SMTP Server: email.med.harvard.edu
   b. Port: 587
   c. Username: Your FULL HMS Address, usually **firstname_lastname@hms.harvard.edu**
   d. Password: Your eCommons password
   e. Check the button “Secured connection using TLS”.
9. Click “Add Account”.
10. If the configuration is successful, you should see a message indicating success, and that a confirmation code has been sent to your HMS address. Copy and paste the confirmation code into the field in this window.

Common issues
If these settings do not work, at Step 8 you may also try these settings:
- SMTP Server: smtp.office365.com
- Port: 587
- Username: Your FULL HMS Address, usually **firstname_lastname@hms.harvard.edu**
- Password: Your eCommons password
- Check the button “Secured connection using TLS”.

Check your spelling, and be certain you are using your FULL EMAIL ADDRESS. Do not use your eCommons ID as the login name. This will fail. You MUST use your full email address. If you do not know what the address is, log into eCommons (http://ecommons.med.harvard.edu), click on Preferences, then Messaging. In the E-Mail options section, you will find your full email address on record. This is your Office 365 login name. Use your eCommons password to login.

Slow network
If the network is slow for some reason (ie overburdened wifi network, incorrectly configured wifi, public wifi), you may get failures. These failures may be reported by Gmail as authentication failures. Check your spelling, check to make you have the right information in the right field, and if possible, connect to Ethernet rather than WiFi.