

Microsoft Outlook 2003

To set up your Outlook 2003 client to work with Gmail:

1. [Enable IMAP in Gmail](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook.
3. Click the **Tools** menu, and select **E-mail Accounts...**
4. Click **Add a new e-mail account**, then click **Next**.
5. Choose **IMAP** as your server type by clicking the radio button, and click **Next**.
6. Fill in all necessary fields to include the following information:

User Information

Your Name: Enter your name as you would like it to appear in the **From:** field of outgoing messages.

Email Address: Enter your full email address (*username@gmail.com*). Google Apps users, enter your address in the format *username@your_domain.com*

Server Information

Incoming mail server (IMAP): imap.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

Login Information

User Name: Enter your full email address (including *@gmail.com* or *@your_domain.com*)

Password: Enter your Gmail password.

E-mail Accounts

Internet E-mail Settings (IMAP)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="username"/>	Incoming mail server (IMAP): <input type="text" value="imap.gmail.com"/>
E-mail Address: <input type="text" value="username@gmail.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.gmail.com"/>

Logon Information

User Name:

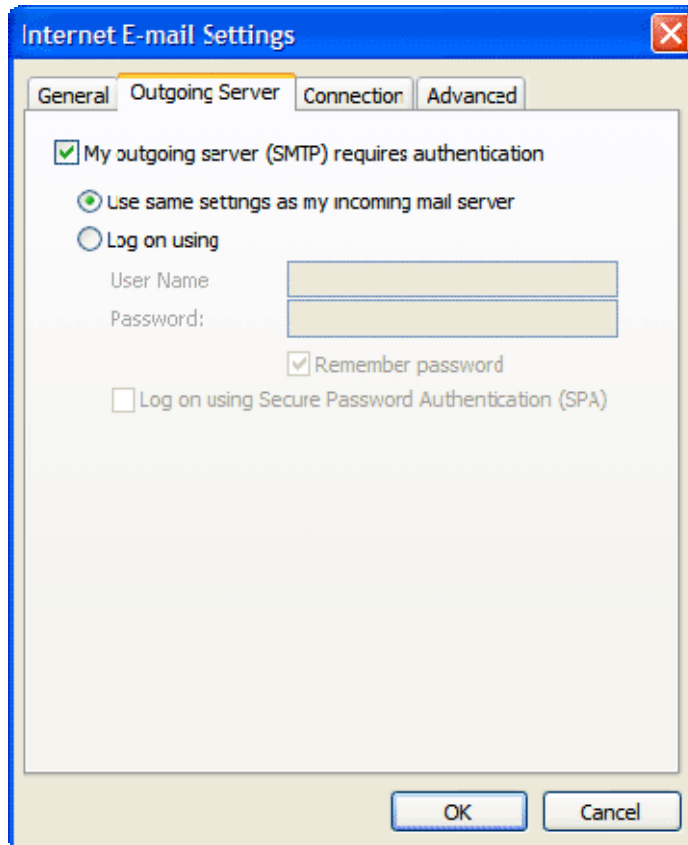
Password:

Remember password

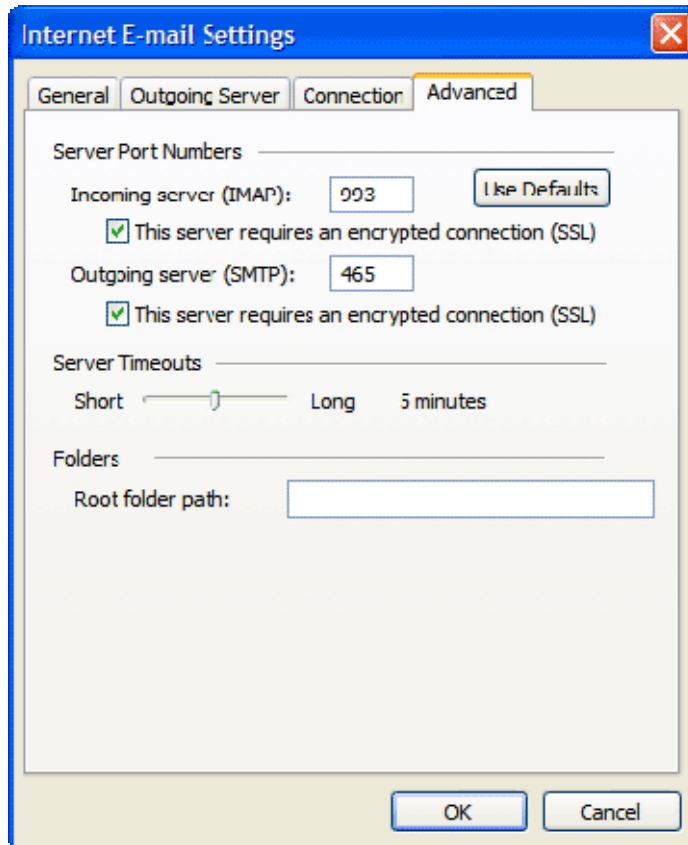
Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

7. Click **More Settings...** and then click the **Outgoing Server** tab.
8. Check the box next to 'My outgoing server (SMTP) requires authentication' and select **Use same settings as my incoming mail server**.



9. Click the **Advanced** tab, and check the box next to 'This server requires an encrypted connection (SSL)' under **Incoming Server (IMAP)**. Also, enter 993 in the **Incoming server (IMAP)** box.



10. Check the box next to 'This server requires an encrypted connection (SSL)' under **Outgoing Server (SMTP)**, and enter 465 in the **Outgoing server (SMTP)** box.
11. Click **OK**.
12. Click **Next**, and then click **Finish**.
13. [Download the latest updates](#) for Outlook from Microsoft. This will help prevent the most common Outlook errors that Gmail users see.
14. Check our [recommended client settings](#), and adjust your client's settings as needed.

Congratulations! You're done configuring your client to send and retrieve Gmail messages.