

Microsoft Outlook 2007

To set up your Outlook 2007 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. For new setups, select **Do not upgrade**.
4. Click **Yes**.
5. Enter your display name, email address (including '@gmail.com'), and password. Google Apps users, enter your full email address, e.g. 'username@your_domain.com.'
6. Select the 'Manually configure server settings or additional server types' checkbox.

Add New E-mail Account

Auto Account Setup

Your Name: My Name
Example: Barbara Sankovic

E-mail Address: username@gmail.com
Example: barbara@contoso.com

Password: *****

Retype Password: *****
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types:

< Back Next > Cancel

7. Select **Internet E-mail**.
8. Settings: name, full email address (including '@gmail.com' or '@your_domain.com')
 - o In the **Account Type** dropdown menu, select **IMAP**; enter the incoming and outgoing server names shown below.
 - o In the 'User Name' field, give your full Gmail address, including '@gmail.com' or '@your_domain.com.'
 - o After creating these settings, clicking **Next** takes you to the end of the setup.

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

User Information
Your Name: My Name
E-mail Address: username@gmail.com

Server Information
Account Type: IMAP
Incoming mail server: imap.gmail.com
Outgoing mail server (SMTP): smtp.gmail.com

Logon Information
User Name: username@gmail.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

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9. In the **Tools** menu, select **Options** then **Mail Setup**. Under 'Email Accounts,' click **E-mail Accounts**.
10. Select an account, and click **Change** above the list of accounts. Click **More Settings**, then the **Advanced** tab.
 - o Incoming server must be 993, and must use SSL encryption.
 - o Outgoing server can use 587, TLS encryption.

Internet E-mail Settings

General Folders Outgoing Server Connection **Advanced**

Server Port Numbers
Incoming server (IMAP): 993 Use Defaults
Use the following type of encrypted connection: SSL
Outgoing server (SMTP): 587
Use the following type of encrypted connection: TLS

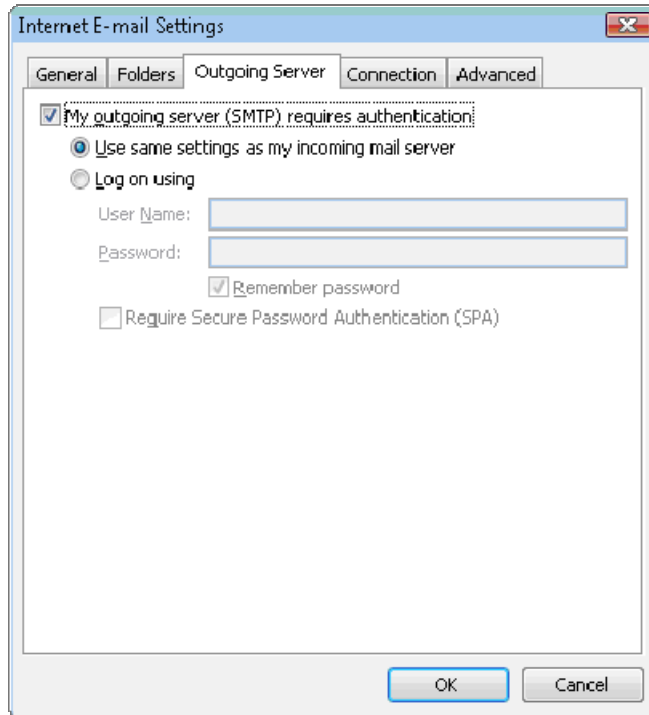
Server Timeouts
Short: 1 minute Long: 1 minute

Folders
Root folder path: _____

OK Cancel

11. Click the **Outgoing Server** tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected. The radio button 'Use same settings as my incoming mail

server' should also be selected.



12. Click **OK** > **Next** > **Finish** > **Close** > **OK**.

13. Check our [recommended client settings](#), and adjust your client's settings as needed.