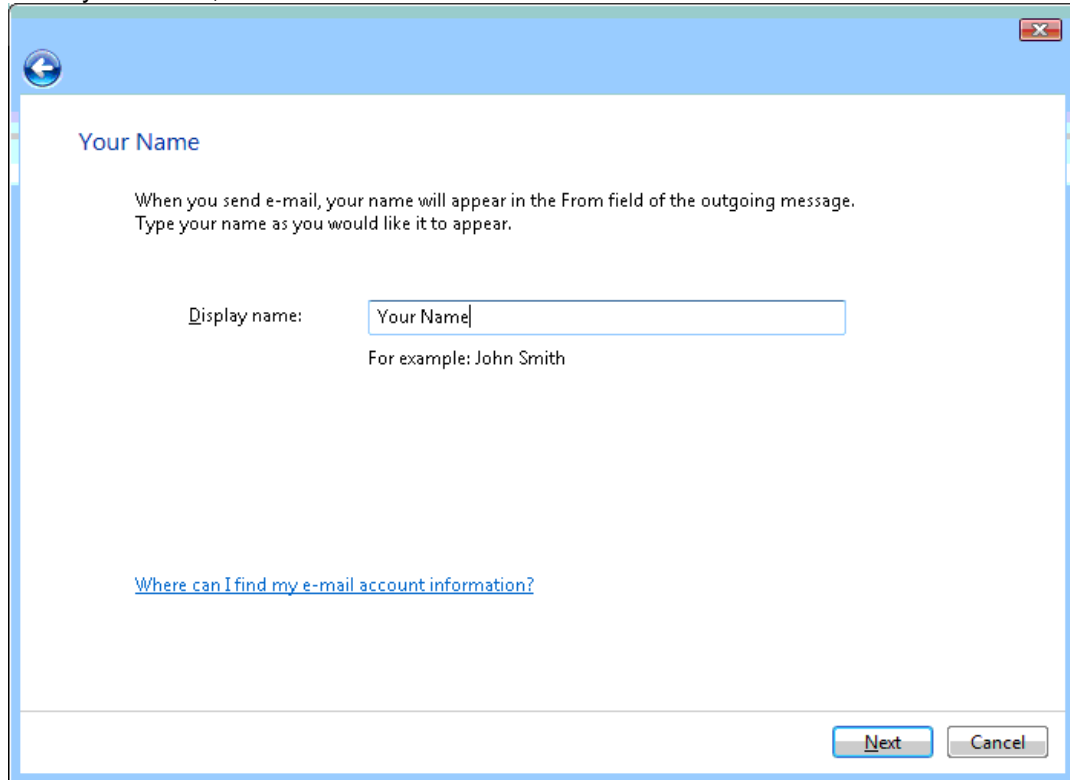


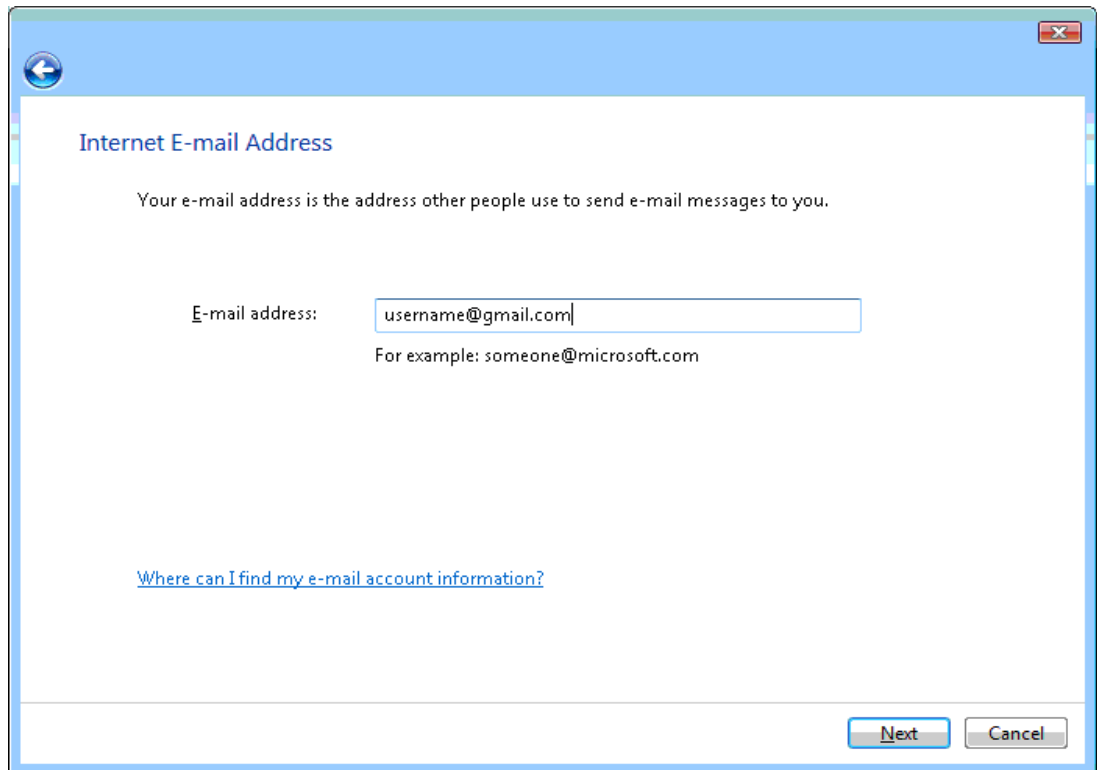
## Windows Mail

To set up your Windows Mail client to work with Gmail, just follow these steps:

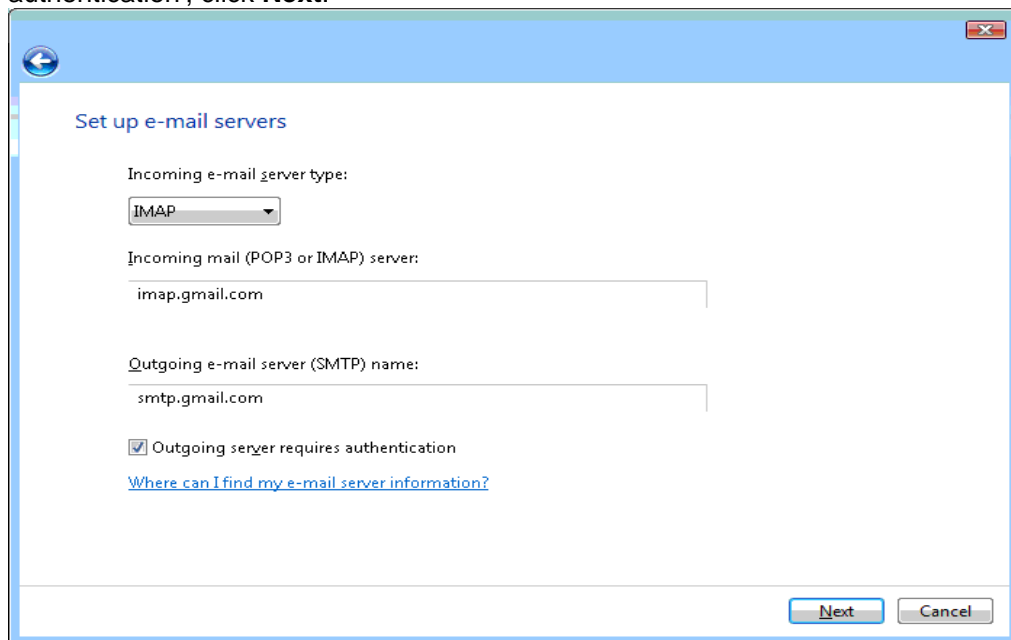
1. Open Windows Mail. The wizard pops up if it's your first time using it; otherwise, simply click **Tools > Accounts > Add**.
2. Enter your name, then click **Next**.

A screenshot of a Windows Mail setup wizard window. The window has a blue title bar with a back arrow icon on the left and a close button on the right. The main content area is white and contains the following text: "Your Name" in blue, followed by "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this is a text input field with the placeholder text "Your Name" and a label "Display name:" to its left. Underneath the input field is the text "For example: John Smith". At the bottom of the window, there are two buttons: "Next" and "Cancel". A blue hyperlink "Where can I find my e-mail account information?" is located at the bottom left of the main content area.

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3. Enter your complete Gmail address, and click **Next**. Google Apps users, enter your address in the format **username@your\_domain.com**.

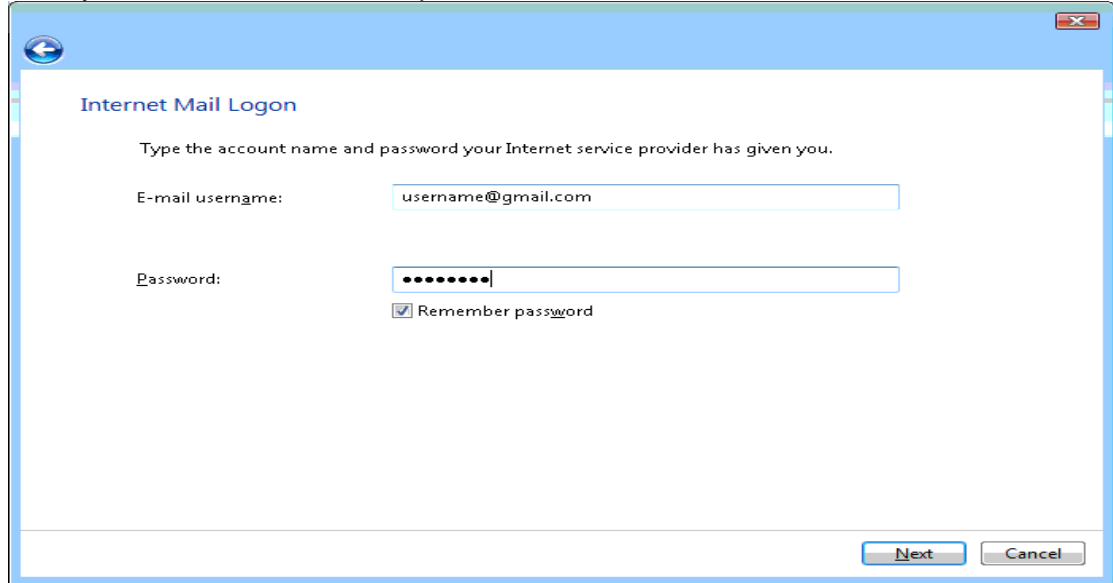


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4. Choose **IMAP** input given servers, and check 'Outgoing server requires authentication'; click **Next**.



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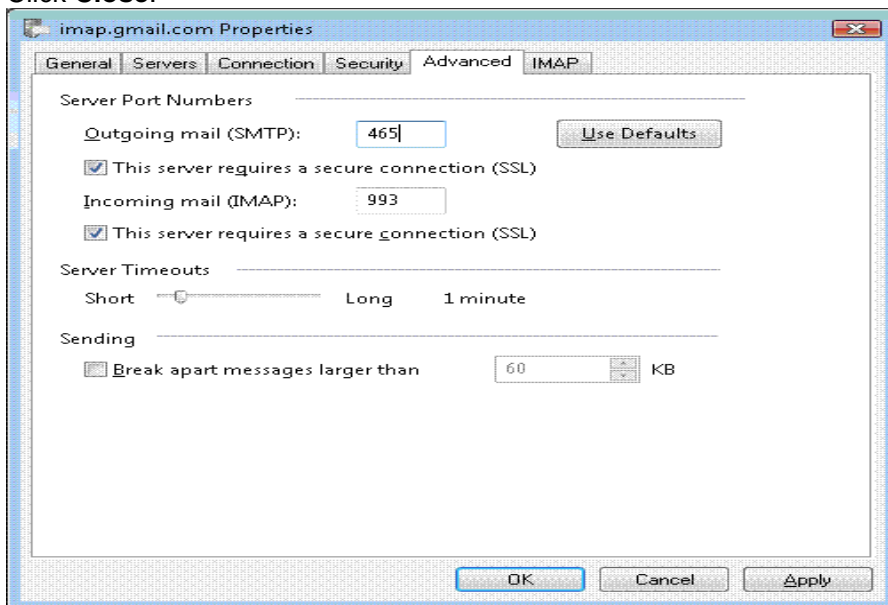
5. Enter your full email address and password, and click **Next**.



The screenshot shows a dialog box titled "Internet Mail Logon". It contains the following fields and options:

- A text box for "E-mail username:" containing "username@gmail.com".
- A text box for "Password:" containing ".....".
- A checked checkbox labeled "Remember password".
- Buttons for "Next" and "Cancel" at the bottom right.

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6. Click through (the checkbox is optional), then click **Finish**.
7. Select **Tools > Accounts > IMAP** account, then select **Properties > Advanced**.
- o Enter port number '465' next to the 'Outgoing Mail (SMTP)' field and port number '993' next to the 'Incoming mail (IMAP)' field. Check both secure connection boxes, and click **Apply**.
  - o Click **Close**.



The screenshot shows the "imap.gmail.com Properties" dialog box, with the "Advanced" tab selected. The settings are as follows:

- Server Port Numbers:**
  - Outgoing mail (SMTP): 465
  - Incoming mail (IMAP): 993
- Secure Connections:**
  - This server requires a secure connection (SSL) (for both outgoing and incoming mail).
- Server Timeouts:**
  - Short: [slider]
  - Long: 1 minute
- Sending:**
  - Break apart messages larger than: 60 KB

Buttons for "OK", "Cancel", and "Apply" are at the bottom.

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