

Outlook Express

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

1. [Enable IMAP in Gmail](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook Express.
3. Click the **Tools** menu, and select **Accounts...**
4. Click **Add**, and then click **Mail...**
5. Enter your name in the 'Display name' field, and click **Next**.
6. Enter your full email address (username@gmail.com) in the 'Email address' field, and click **Next**. If you are a Google Apps user, enter your full address in the format 'username@your_domain.com.'
7. For 'My incoming mail server is a _____ server', please select **IMAP** in the drop-down menu.
8. Enter 'imap.gmail.com' in the 'Incoming mail (POP3, IMAP or HTTP) server' field. Enter 'smtp.gmail.com' in the 'Outgoing mail (SMTP) server' field.
9. Click **Next**.
10. Enter your full email address (including '@gmail.com' or '@your_domain.com') in the 'Account name' field. Enter your password in the 'Password' field, and click **Next**.

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

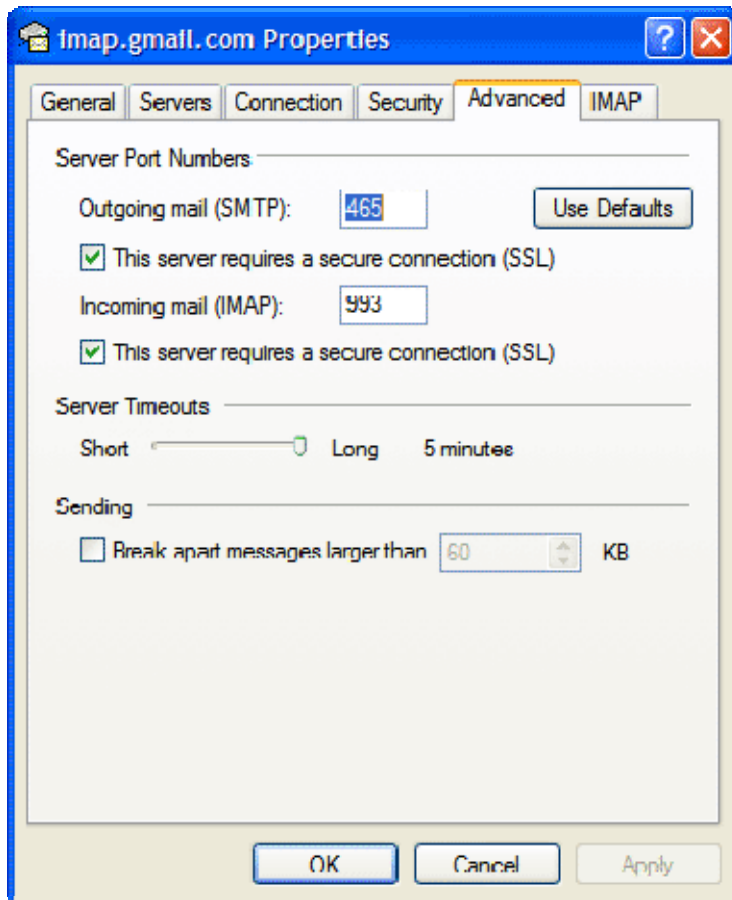
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authenticator (SPA)' check box.

Log on using Secure Password Authentication (SPA)

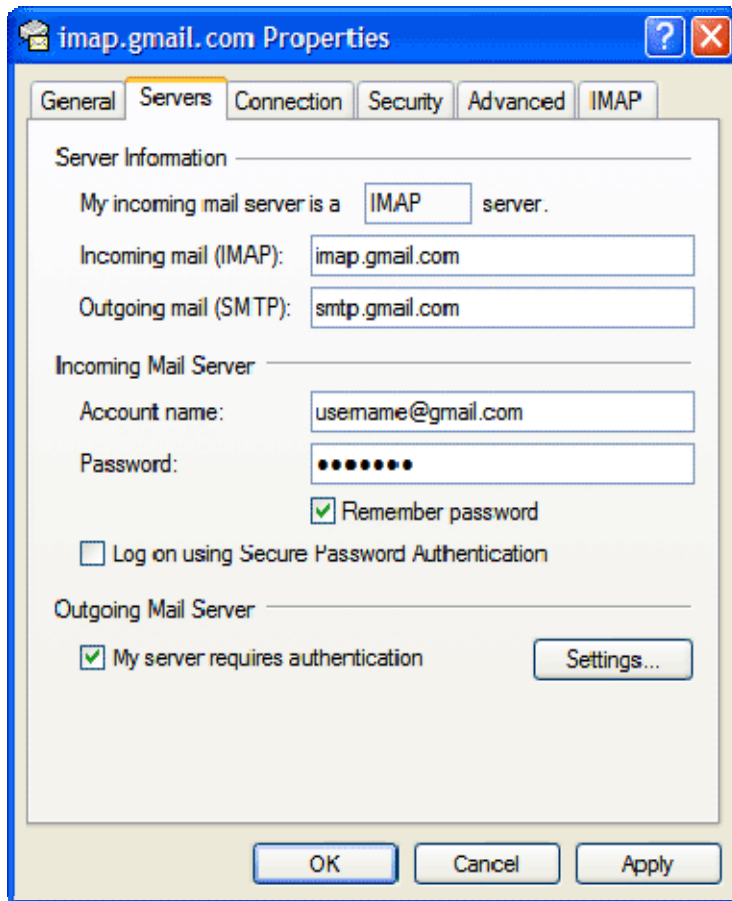
< Back Next > Cancel

11. Click **Finish**.
12. Highlight **imap.gmail.com** under **Account**, and click **Properties**.
13. Click the **Advanced** tab.

14. Under **Outgoing Mail (SMTP)**, check the box next to 'This server requires a secure connection (SSL).'
15. Enter '465' in the 'Outgoing mail (SMTP)' field.
16. Under **Incoming mail (IMAP)**, check the box next to 'This server requires a secure connection (SSL)'. The port will change to '993'.
***Note: Outgoing Port SMTP 587**



17. Click the **Servers** tab, and check the box next to 'My server requires authentication.'



18. Click **OK**.
19. 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.

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

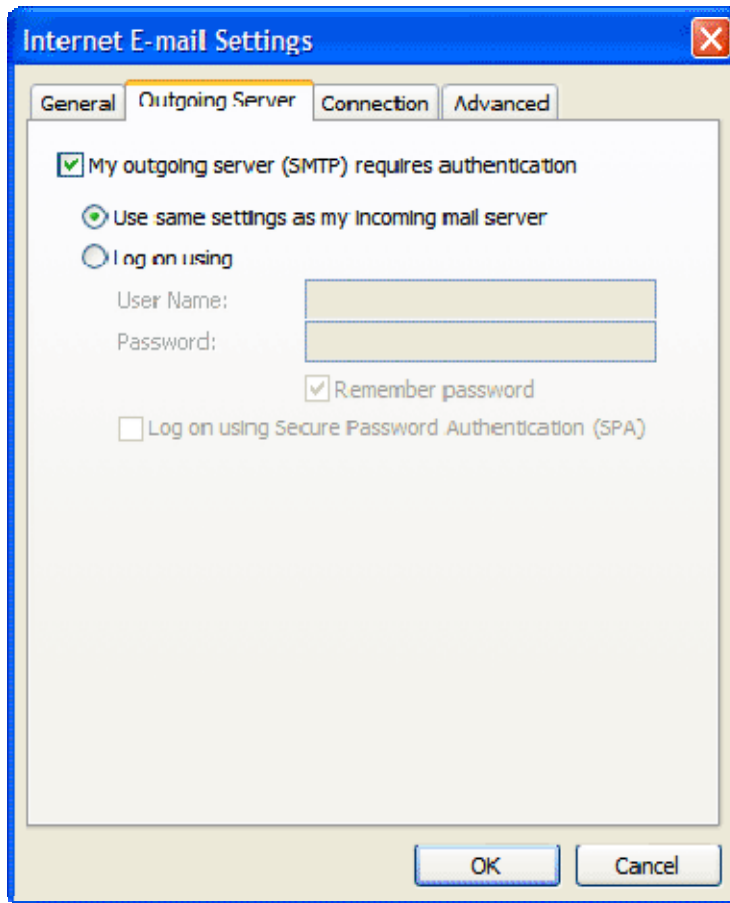
User Name:

Password:

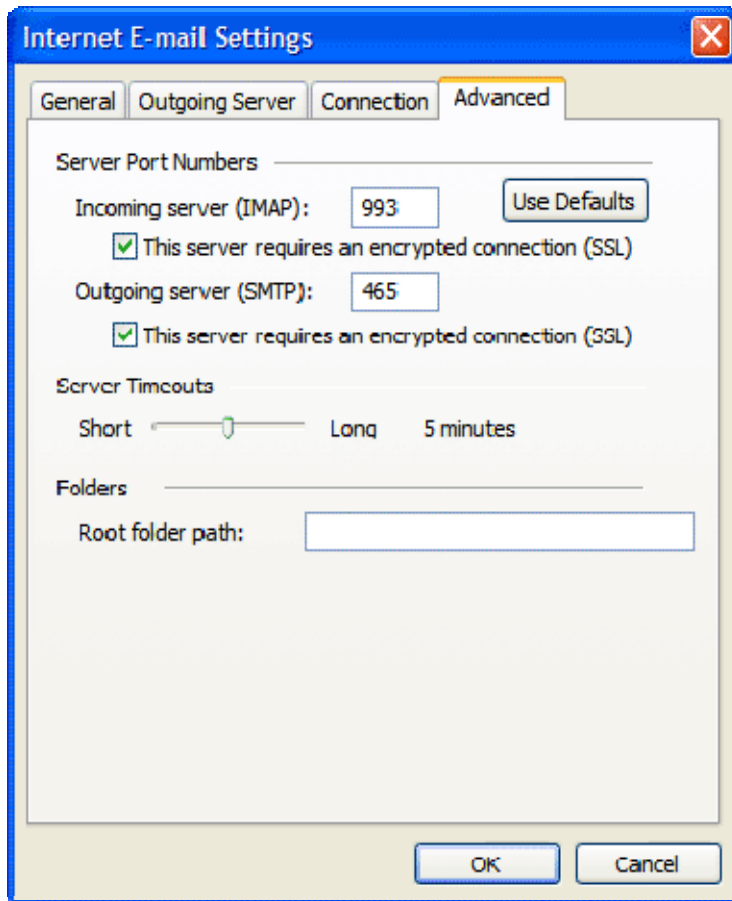
Remember password

Log on using Secure Password Authentication (SPA)

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.

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.

Add New E-mail Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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)

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.
 - Incoming server must be 993, and must use SSL encryption.
 - Outgoing server can use 587, TLS encryption.

Internet E-mail Settings

General Folders Outgoing Server Connection **Advanced**

Server Port Numbers

Incoming server (IMAP):

Use the following type of encrypted connection:

Outgoing server (SMTP):

Use the following type of encrypted connection:

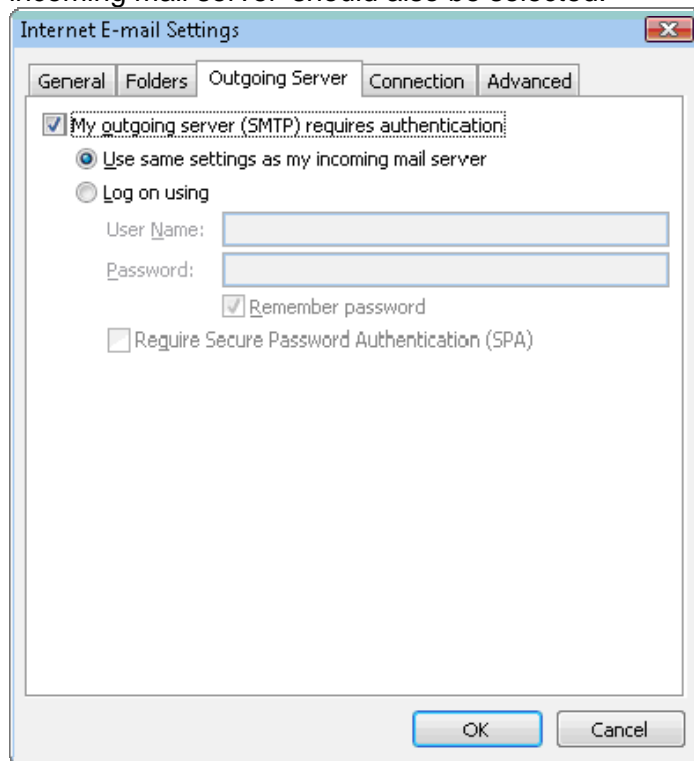
Server Timeouts

Short: Long:

Folders

Root folder path:

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.

Apple Mail 4.0

Apple Mail 4.0

[Share](#)

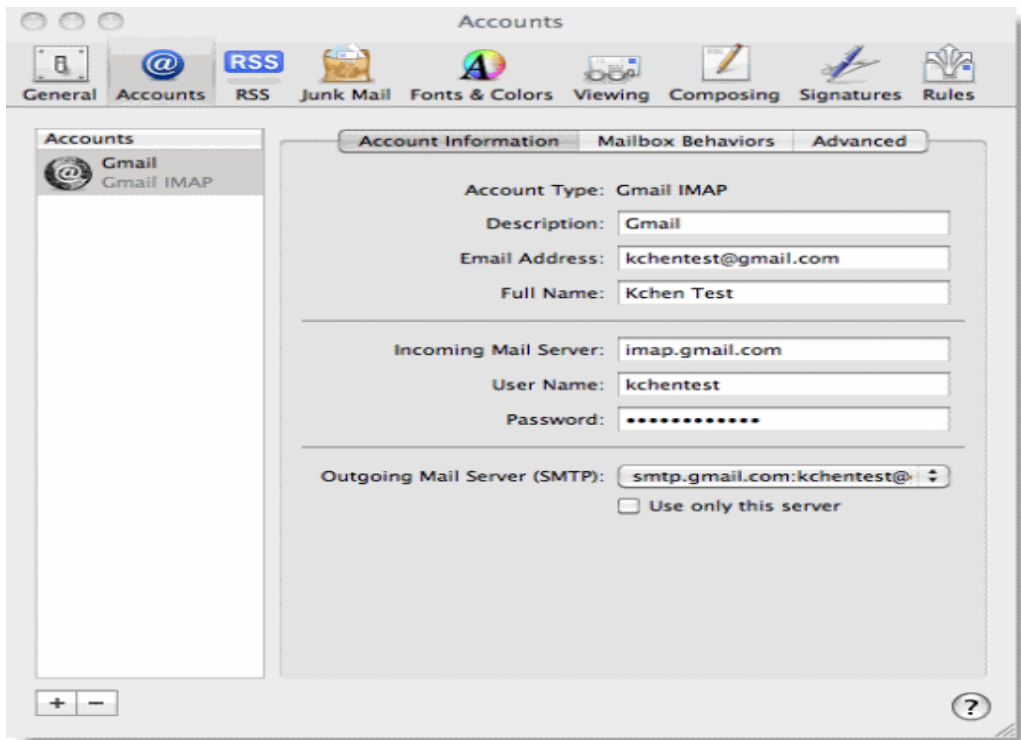
[Comment](#) [Print](#)

Please note that if you're adding your Gmail address to Apple Mail 4.0 for the first time with automatic configuration, your mail will automatically be configured for IMAP access.

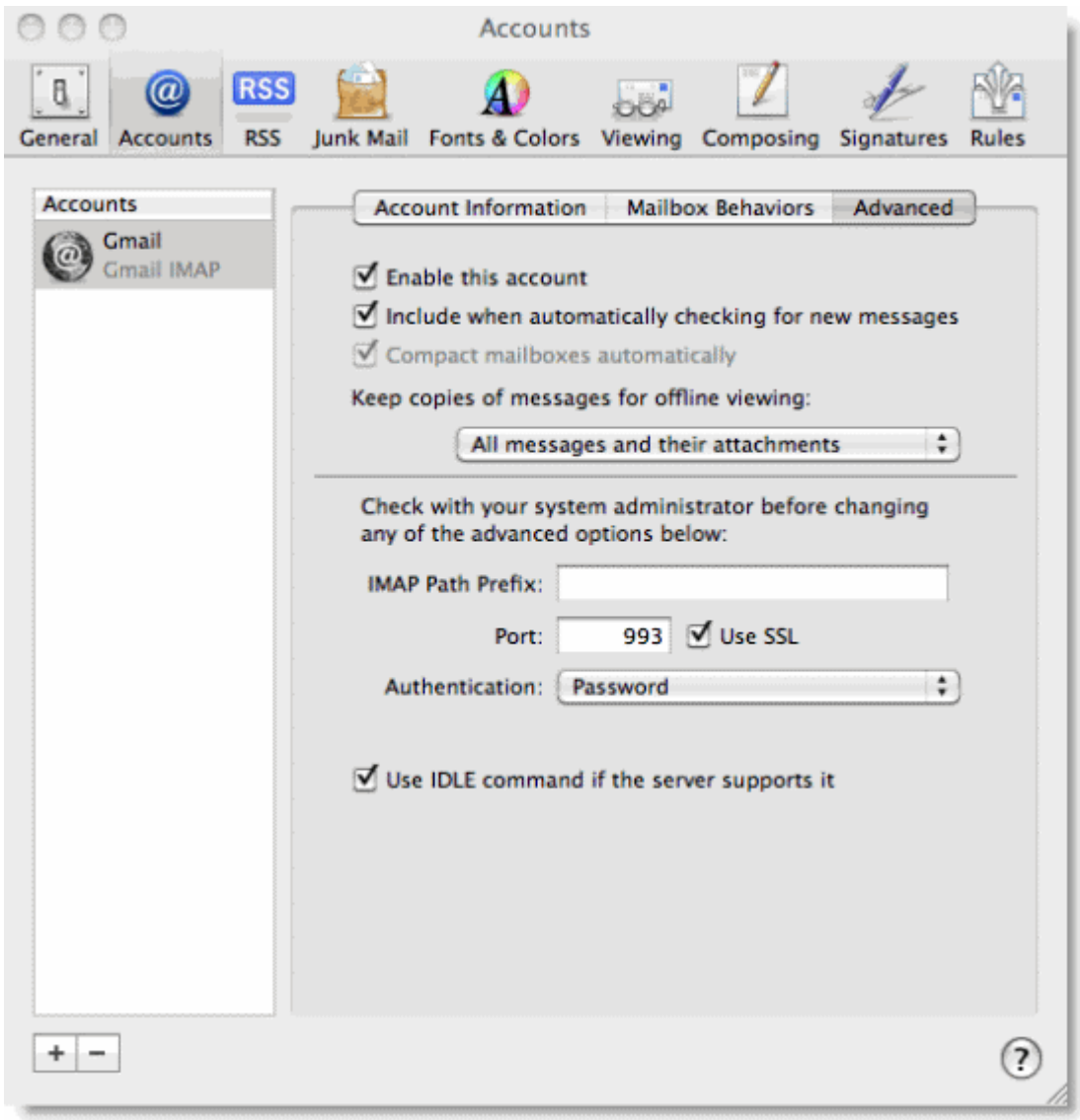
If you're trying to configure an additional Gmail address with IMAP access, please follow these steps:

1. Click **Mail > Preferences...**
2. On the **Accounts** tab, click the **+** button to add a new account.
3. Fill in the **Welcome to Mail** window with the following information:
 - o Full Name: [your name]
 - o Email Address: your full email address [username@gmail.com, or username@your_domain.com for Google Apps users]
 - o Password: your Gmail password
4. Click **Create**, verify your **Account Summary**, and you're all set!
 - o Check our [recommended client settings](#), and adjust your client's settings as needed.

If you'd like to verify your IMAP settings after you have configured your mail client, you can view this through the **Accounts** tab by going through **Mail > Preferences...** The settings should be as follows:



To review your port number information, click on the **Advanced** tab.



Accounts

Gmail
Gmail IMAP

Account Information Mailbox Behaviors **Advanced**

- Enable this account
- Include when automatically checking for new messages
- Compact mailboxes automatically

Keep copies of messages for offline viewing:

All messages and their attachments

Check with your system administrator before changing any of the advanced options below:

IMAP Path Prefix:

Port: Use SSL

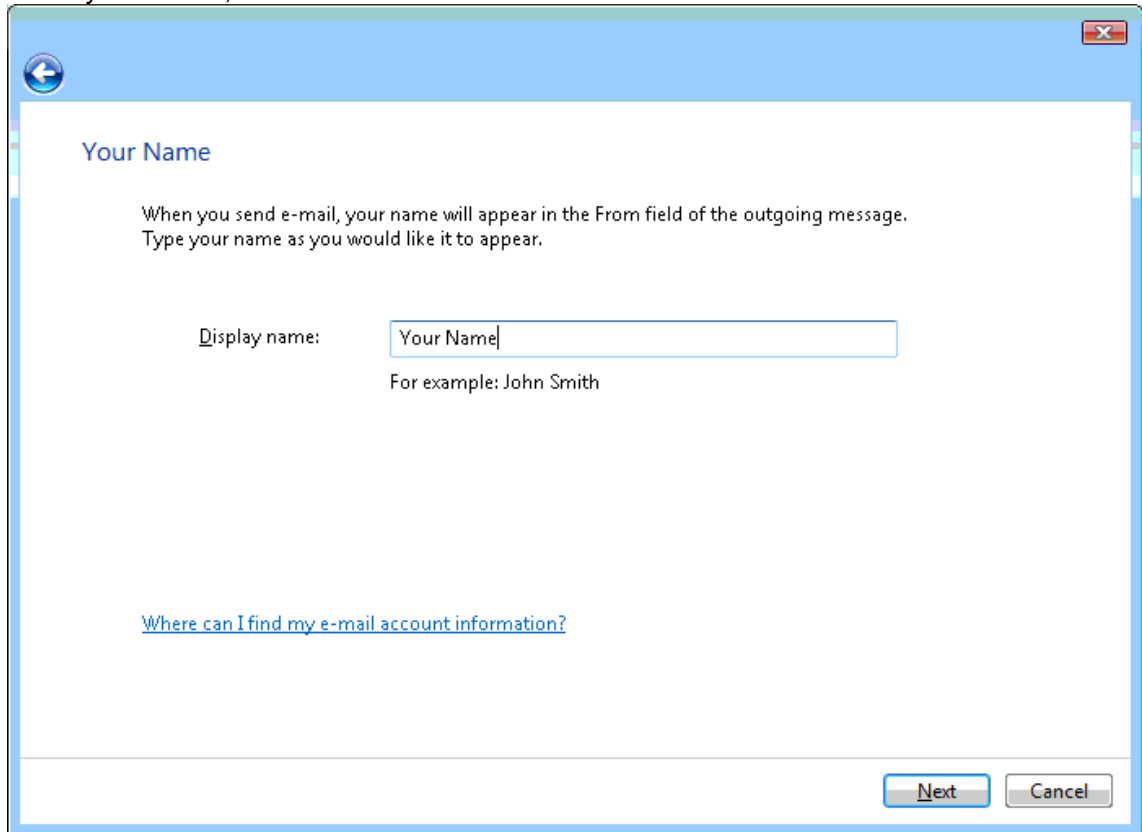
Authentication:

- Use IDLE command if the server supports it

Windows Mail

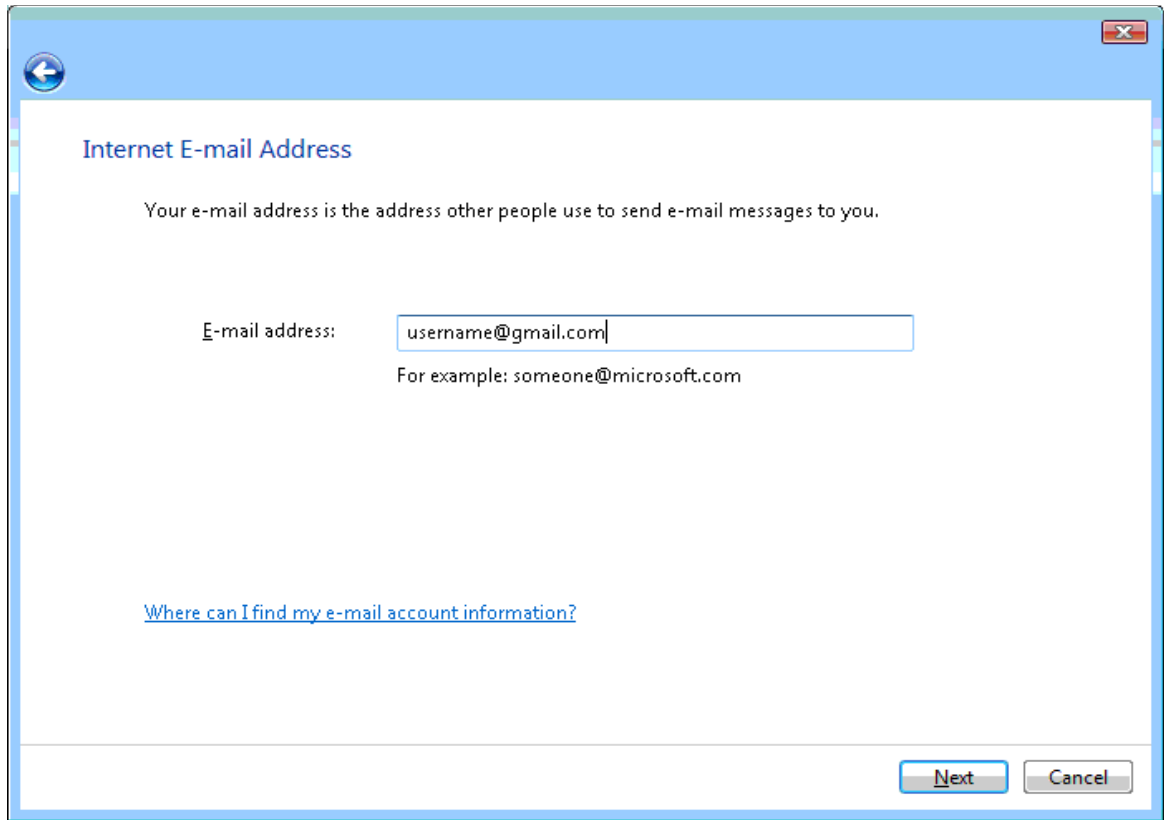
To set up your Windows Mail client to work with Gmail, just follow these steps:

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**.



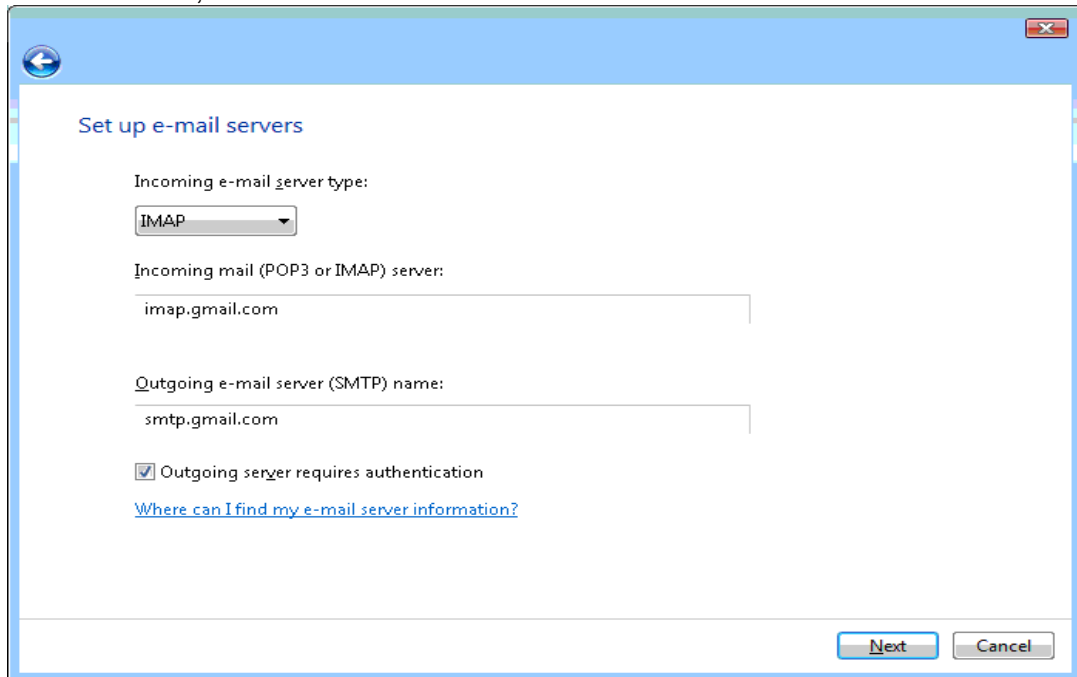
The screenshot shows a Windows Mail setup dialog box titled "Your Name". The dialog has a blue header bar with a back arrow icon on the left and a close button (X) on the right. Below the header, the text reads: "Your Name" followed by "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field labeled "Display name:" containing the text "Your Name". Below the input field, it says "For example: John Smith". At the bottom of the dialog, there is a blue hyperlink that reads "Where can I find my e-mail account information?". In the bottom right corner, there are two buttons: "Next" and "Cancel".

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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**.



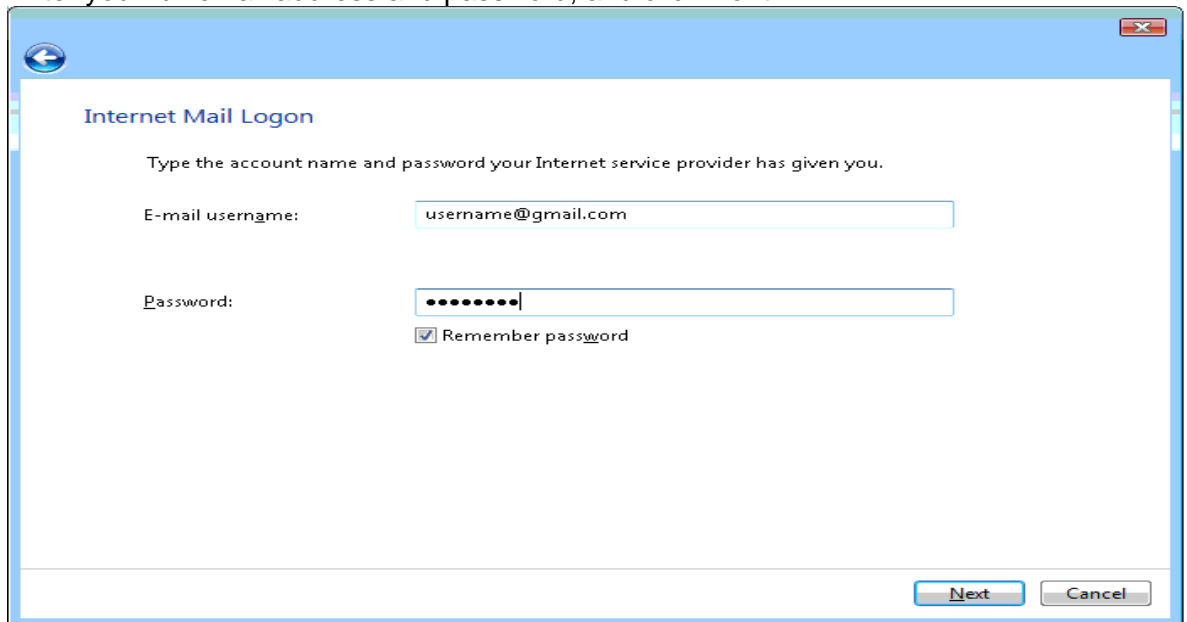
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4. Choose **IMAP** input given servers, and check 'Outgoing server requires authentication'; click **Next**.



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

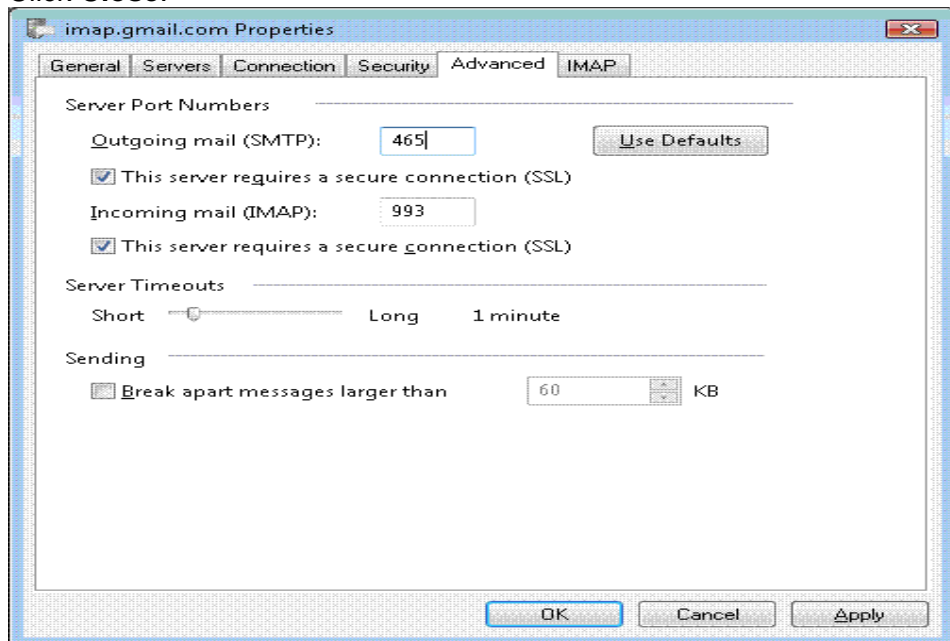


The screenshot shows a dialog box titled "Internet Mail Logon". It contains the following fields and options:

- A text box for "E-mail username:" containing "username@gmail.com".
- A text box for "Password:" containing a masked password "••••••••".
- 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
- Security:**
 - Checked checkbox: "This server requires a secure connection (SSL)" for both outgoing and incoming mail.
- Server Timeouts:**
 - Short: [slider]
 - Long: 1 minute
- Sending:**
 - Checked checkbox: "Break apart messages larger than" 60 KB.

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

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

Thunderbird 3.0

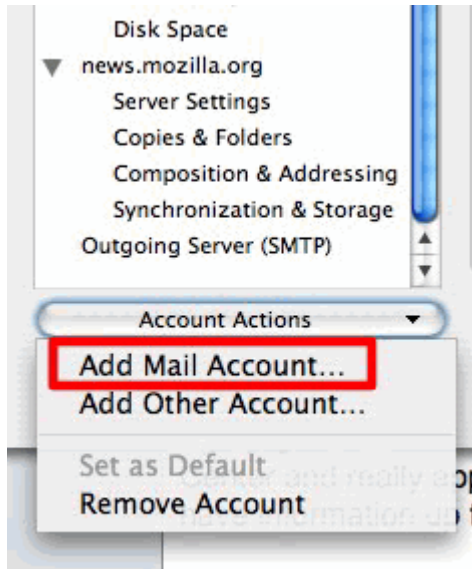
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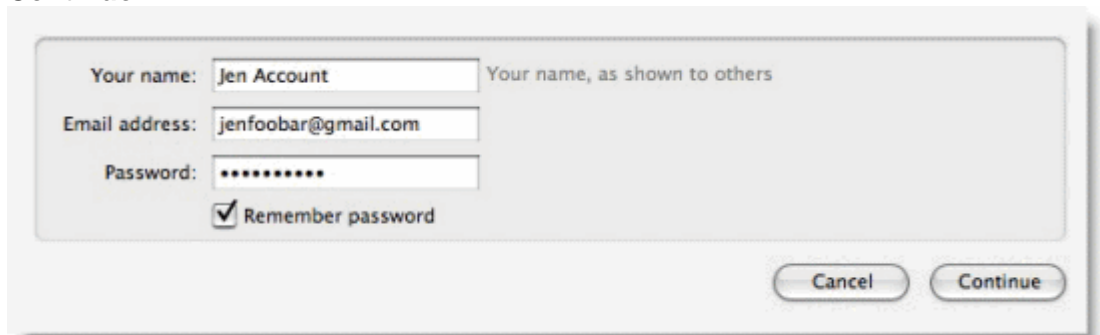
Please note that with Thunderbird 3.0, you'll automatically be configured with IMAP. If you'd like to add additional email accounts with IMAP access, please see the instructions below.

To set up your Thunderbird client to work with Gmail:

1. As a reminder, please make sure to [Enable IMAP](#) in Gmail and click **Save Changes** when you're done.
2. Open Thunderbird.
3. Click the **Tools** menu, and select **Account Settings...**
4. Select **Add Mail Account...** from the drop-down list located under the account list on the left.

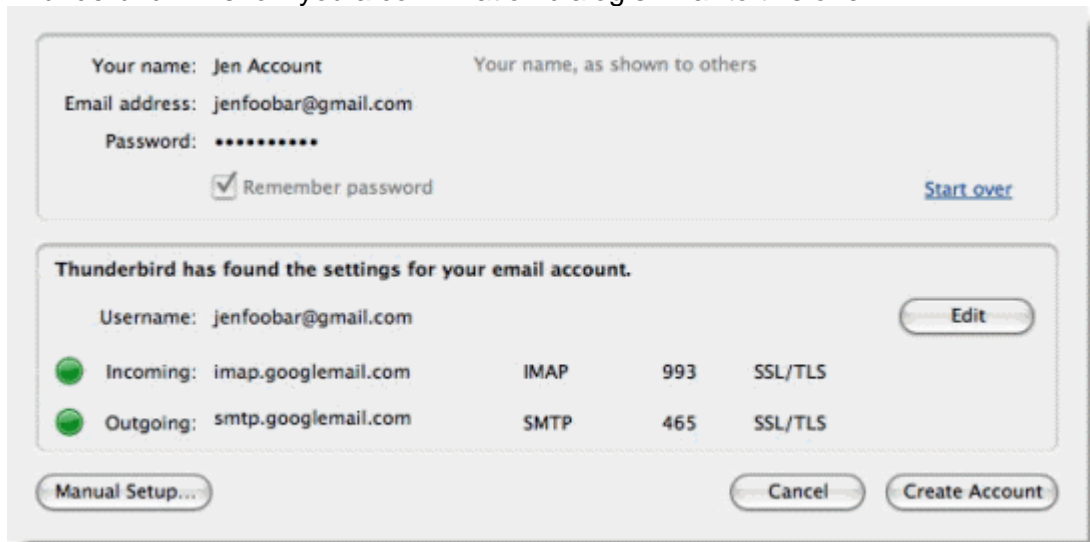


5. The first dialog in Thunderbird's [Automatic Account Configuration](#) will be displayed. Enter your name, your Gmail email address and your password. Click **Continue**.

A screenshot of the 'Automatic Account Configuration' dialog box in Thunderbird. The dialog has a light gray background and contains the following fields: 'Your name:' with the text 'Jen Account' and a subtitle 'Your name, as shown to others'; 'Email address:' with the text 'jenfoobar@gmail.com'; and 'Password:' with a field of asterisks. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom right, there are two buttons: 'Cancel' and 'Continue'.

6. Thunderbird will query the Gmail server and automatically configure the appropriate IMAP connection settings for your account. When complete,

Thunderbird will show you a confirmation dialog similar to this one:



The image shows a confirmation dialog box in Thunderbird. It is divided into two main sections. The top section contains the following information: 'Your name: Jen Account' (with a sub-label 'Your name, as shown to others'), 'Email address: jenfoobar@gmail.com', and 'Password: *****'. There is a checked checkbox for 'Remember password' and a 'Start over' link. The bottom section is titled 'Thunderbird has found the settings for your email account.' and shows the 'Username: jenfoobar@gmail.com' with an 'Edit' button. Below this is a table of settings:

<input checked="" type="checkbox"/>	Incoming:	imap.googlemail.com	IMAP	993	SSL/TLS
<input checked="" type="checkbox"/>	Outgoing:	smtp.googlemail.com	SMTP	465	SSL/TLS

At the bottom of the dialog are three buttons: 'Manual Setup...', 'Cancel', and 'Create Account'.

7. Confirm that the connection settings are the same as those shown above and click **Create Account**.
8. Check our [recommended client settings](#), and adjust your client's settings as needed.

Black Berry

Note: While setup instructions are provided below, Gmail IMAP access is not [officially supported](#) for BlackBerry devices at this time.

To set up the BlackBerry's email client with Google Apps email (IMAP), just follow these steps:

1. On your BlackBerry device, navigate to your home screen
2. Select the icon that lets you set up email (this can be called **Setup**, **Setup Wizard**, **Email Setup**, **BlackBerry Set-up**, **E-mail settings**, or **Personal Email Set-up**)
3. Follow the setup instructions provided on your device to create a new e-mail account
4. Be sure to enter the following:
 - o Mail Server: imap.gmail.com
 - o Username: [your full Google Apps email address]
 - o Password: [your Google Apps password]
 - o IMAP Port: 993
5. Allow the system to add your account, but do not enter your Google Apps password into the utility boxes (this causes the system to default to POP3 instead of IMAP)
6. Select **Next**
7. Select **Next** again (bypassing the 'Additional Information Required' section)
8. Select your account type, then select **Next**
You may encounter a 'We were unable to configure...' error. Select **I will provide the settings** to continue
9. Select the option that mentions 'IMAP/POP'
10. Select **I will provide the settings...**, then select **Next**
11. Select **Set up existing email account...**
12. Enter your Google Apps account information here, with 'imap.gmail.com' as your mail server
13. Select **Next**
14. Select **Save**

If setup is successful, you should receive a confirmation message and a new mailbox icon should appear on your device's home screen, labeled with your Google Apps email address.

If you encounter a problem during setup, please make sure you have [enabled IMAP in your main Google Apps Mail settings](#).

Note: While setup instructions are provided below, Gmail IMAP access is not [officially supported](#) for BlackBerry devices at this time.

To set up the BlackBerry's email client with Gmail (IMAP), just follow these steps:

1. On your BlackBerry device, navigate to your home screen
2. Select the icon that lets you set up email (this can be called **Setup**, **Setup Wizard**, **Email Setup**, **BlackBerry Set-up**, **E-mail settings**, or **Personal Email Set-up**)
3. Follow the setup instructions provided on your device

If setup is successful, you should receive a confirmation message and a new mailbox icon should appear on your device's home screen, labeled with your Gmail address.

If you encounter a problem during setup, please make sure you have [enabled IMAP in your main Gmail settings](#).