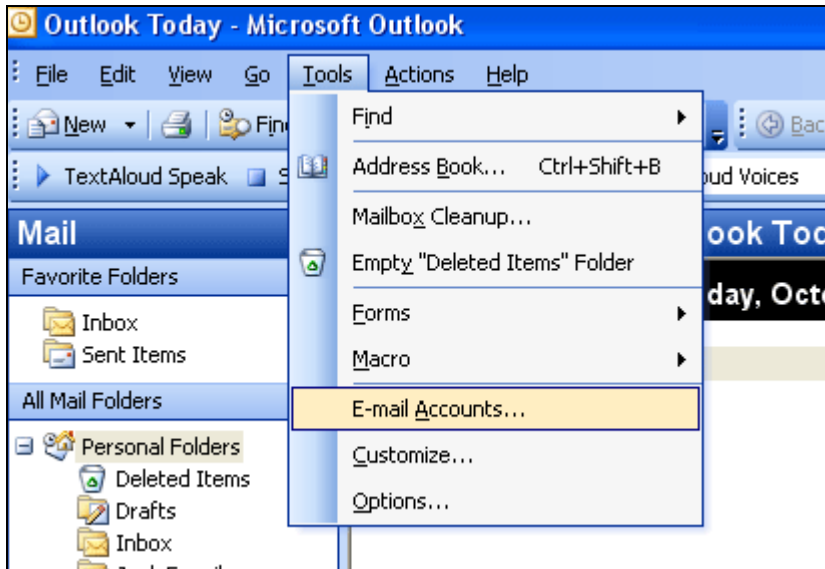
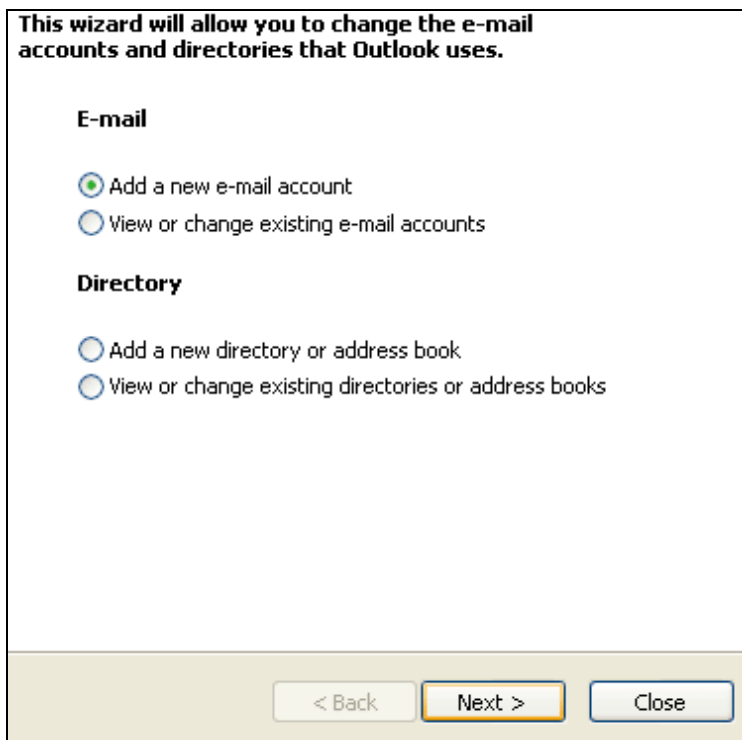


# How to setup Gmail for your Domain Email Outlook 2003

1. Open Outlook
2. Click “Tools”, then Click “E-mail Accounts”



3. Either click to add or to change e-mail accounts, which ever is the case, then click “Next”



4. Click on POP if you are adding a new account then next,

**E-mail Accounts**

**Server Type**  
You can choose the type of server your new e-mail account will work with.

☐ **Microsoft Exchange Server**  
Connect to an Exchange server to read e-mail, access public folders, and share documents.

☒ **POP3**  
Connect to a POP3 e-mail server to download your e-mail.

☐ **IMAP**  
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

☐ **HTTP**  
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

☐ **Additional Server Types**  
Connect to another workgroup or 3rd-party mail server.

< Back   Next >   Cancel

or if you are changing an existing account, click on the account in the selection box, then click “Change”

**E-mail Accounts**

**E-mail Accounts**  
You can select an account and change its settings or remove it.

Outlook processes e-mail for these accounts in the following order:

Name	Type
mail.williamsprintinc.com	POP/SMTP (Default)

Change...  
Add...  
Remove

5. Here are the settings for the next screen:
- a. Your Name: whatever you want displayed
  - b. E-mail Address: your full email address
  - c. Incoming mail server (POP3): pop.gmail.com
  - d. Outgoing mail server (SMTP): smtp.gmail.com
  - e. User Name: your full email address
  - f. Password: perfectpc (you can change your password by contacting PerfectPC Services at 1-800-775-3928)

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name:   
E-mail Address:

**Server Information**  
Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Login Information**  
User Name:   
Password:   
☒ Remember password  
☐ Log on using Secure Password Authentication (SPA)

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

6. Click More Settings

**Internet E-mail Settings**

General

Outgoing Server

Connection

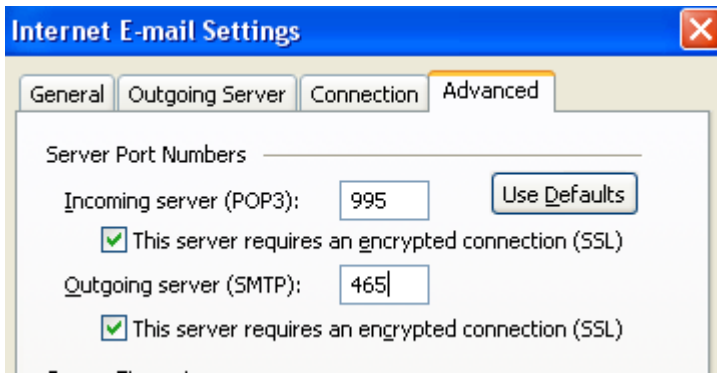
Advanced

☒ My outgoing server (SMTP) requires authentication

- ☒ Use same settings as my incoming mail server
- ☐ Log on using
  - User Name:
  - Password:
  - ☒ Remember password
- ☐ Log on using Secure Password Authentication (SPA)
- ☐ Log on to incoming mail server before sending mail

7. Click the outgoing server tab at the top

8. Check the box next to “My outgoing server (SMTP) requires authentication”



9. Click the Advanced tab at the top
10. Check both boxes next to “This server requires an encrypted connection (SSL)”
11. Make sure the Incoming server (POP3) is: 995
12. Make sure the Outgoing server (SMTP) is: 465
13. Click the OK at the bottom
14. Click the “Test Account Settings button
15. All should say “Completed”, it may take a few seconds
16. Click “Close”
17. Click “next”, then Click “Finish”