## To configure Outlook 2007 for your Gmail address:

- 1. Enable POP in your email account. Don't forget to click Save Changes when you're done.
- 2. Open Outlook.
- 3. Click the Tools menu, and select Account Settings...
- 4. On the E-mail tab, click New...
- 5. If you are prompted to Choose E-mail Service, select Microsoft Exchange, POP3, IMAP, or HTTP, and click Next.
- 6. Fill in all necessary fields to include the following 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 Gmail email address (*username@gmail.com*). Google Apps users, enter your full address in the format *username@your\_domain.com*. **Password:** Enter your email password.

**Manually configure server settings or additional server types:** Leave this option unchecked if you want to automatically configure Outlook 2007. If you want to manually configure Outlook 2007, check this box now. Google Apps users should configure manually as follows.

Add New E-mail Acc	ount		
Auto Account Setup Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.			
Your Name:	User 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. Click Next. If you are configuring Outlook 2007 automatically, you're done! Just click Finish.

Add New E-mail Account	
Congratulations!	
Configuring	
Configuring e-mail server settings. This might take several minutes: <ul> <li>Establish network connection</li> <li>Search for username@gmail.com server settings</li> <li>Log on to server and send a test e-mail message</li> </ul>	
Your <b>POP3</b> e-mail account is successfully configured.	
Manually configure server settings	
< <u>B</u> ack Finish	Cancel

- 8. If you are configuring Outlook 2007 manually, select Internet E-mail and click Next.
- 9. Verify your User Information, and enter the following additional information:

# **Server Information**

# Account Type: POP3

**Incoming mail server:** pop.gmail.com (Google Apps users, enter the server names provided, don't add your domain name in these steps)

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

# **Logon Information**

**User Name:** Enter your Gmail username (including @gmail.com). Google Apps users, enter your full address in the format username@your\_domain.com

Password: Enter your email password.

Require logon using Secure Password Authentication (SPA): Leave this option unchecked.

Add New F-mail Account		X
Internet E-mail Settings Each of these settings ar	e required to get your e-mail acco	unt working.
User Information		Test Account Settings
Your Name:	User Name	After filling out the information on this screen, we
E-mail Address:	username@gmail.com	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Lest Account Settings
Incoming mail server:	pop.gmail.com	
Outgoing mail server (SMTP):	smtp.gmail.com	
Logon Information		
User Name:	username@gmail.com	
Password:	*******	
	emember password	
Reguire logon using Secure Password Authentication (SPA)		More Settings
		< <u>B</u> ack Next > Cancel

- 10.Click the More Settings... button, and select the Outgoing Server tab.
- 11. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server.**

Internet E-mail Settings				
General Outgoing Server	Connection Advanced			
My outgoing server (SM	IP) requires authentication			
○ Log on using				
User <u>N</u> ame:				
Password:				
✓ <u>R</u> er	member password			
Reguire Secure P	assword Authentication (SPA)			
O Log on to incoming mail server before sending mail				
	OK Cancel			

- 12.Click the Advanced tab, and check the box next to This server requires an encrypted connection (SSL) under Incoming Server (POP3).
- 13.In the **Outgoing server (SMTP)** box, enter 587, and select **TLS** from the drop-down menu next to **Use the following type of encrypted connection:**.

Internet E-mail Settings			
General Outgoing Server Connection Advanced			
Server Port Numbers			
Incoming server (POP3): 995 Use Defaults			
This server requires an encrypted connection (SSL)			
Outgoing server (SMTP): 587			
Use the following type of engrypted connection: TLS			
Server Timeouts			
Short 🖓 Long 1 minute			
Delivery			
Remove from server after 10 ays			
Remove from server when deleted from 'Deleted Items'			
100000000000000000000000000000000000000			
OK Cancel			

14.Click OK.

15.Click **Test Account Settings...** After receiving 'Congratulations! All tests completed successfully', click **Close.** 

16.Click Next, and then click Finish.

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