Google Gmail

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Gmail

Outlook 2007

The Quick Answer

- Follow the instructions below to set up IMAP[1] access in Outlook 2007.
- Google Apps users, please follow the default instructions unless otherwise noted, replacing 'your_domain.com' with your actual domain[2] name.

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.

7. Select **Internet E-mail**.
8. Settings: name, full email address (including '@gmail.com' or '@your_domain.com')
    ○ In the **Account Type** dropdown menu, select **IMAP**. In the 'Incoming server name' section, enter:
       imap.gmail.com and in the 'Outgoing server name (SMTP)' section, enter: smtp.gmail.com.
    ○ In the 'User Name' field, give your full Gmail address, including '@gmail.com' or '@your_domain.com.'
    ○ After creating these settings, clicking **Next** takes you to the end of the setup.

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[3] encryption.
    - Outgoing server can use 587, TLS[4] encryption.

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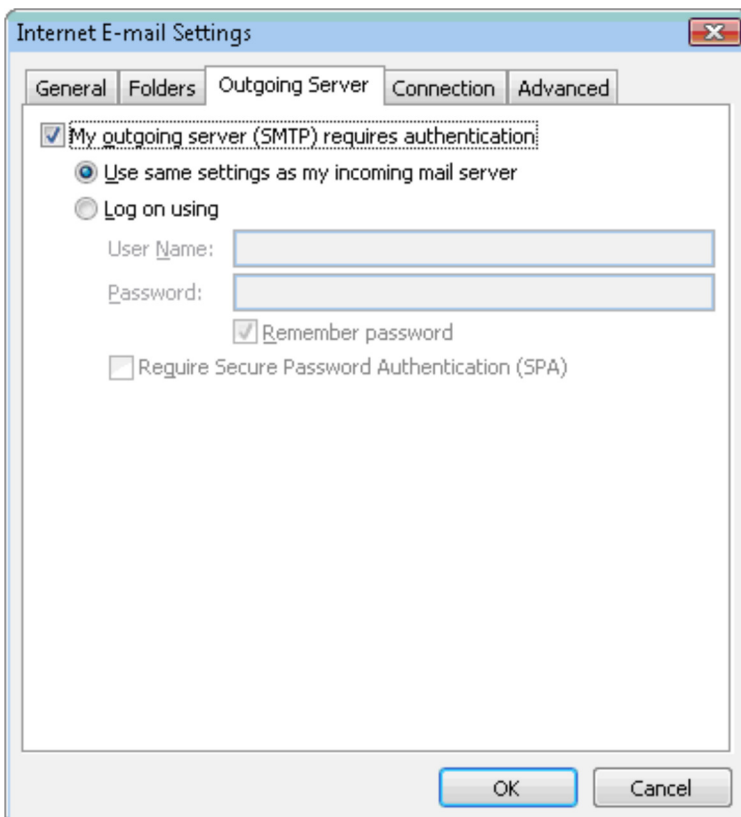
12. Click **OK** > **Next** > **Finish** > **Close** > **OK**.

13. Check our <u>recommended client settings</u>, and adjust your client's settings as needed.

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1. **IMAP**: IMAP (Internet message access protocol) lets you download messages from Gmail so you can access your mail with a program like Outlook Express or Apple Mail. IMAP syncs the actions you take in Outlook Express or Apple Mail with Gmail so if you read a message in your mail client, it'll be marked as read in Gmail.

2. **domain**: A domain is a name for an IP address and is more commonly recognized as a website or web address. For example, Google.com is a domain.

3. **SSL**: SSL (secure socket layer) is a way of changing data such as your username and password into code as it travels across the Internet, so that the data will be secure and private.

4. **TLS**: TLS (Transport Layer Security) is a way of changing data such as your username and password into code as it travels across the Internet, so that the data will be secure and private. With mail delivery, TLS begins with an unsecured connection to the mail servers, and then upgrades to a secure connection once information is sent.

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