

## Email setup: Gmail for Microsoft Outlook 2003

1. Open Outlook 2003, click on Tools - E-mail Accounts





2. Select Add a new e-mail account, then Next

## 3. Select POP3, click Next

E-mail Accounts	×
<b>Server Type</b> You can choose the type of server your new e-mail account will work with.	× X
<ul> <li>Microsoft Exchange Server</li> <li>Connect to an Exchange server to read e-mail, access public folders, and share documents.</li> <li>POP3</li> <li>Connect to a POP3 e-mail server to download your e-mail.</li> <li>IMAP</li> <li>Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.</li> <li>HTTP</li> <li>Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.</li> <li>Additional Server Types</li> <li>Connect to another workgroup or 3rd-party mail server.</li> </ul>	
< Back Next >	Cancel

- 4. Enter settings as per the screen below, and note that:
  - a. E-mail Address: your full Gmail email address e.g. john@gmail.com
  - b. Incoming mail server: pop.gmail.com
  - c. Outgoing mail server: smtp.gmail.com
  - d. User Name: your full Gmail email address e.g. john@gmail.com

Click More Settings when done.

E-mail Accounts	S		$\mathbf{X}$		
Internet E-ma Each of the					
User Informati	ion	Server Information			
Your Name:	John	Incoming mail server (POP3):	pop.gmail.com		
E-mail Address:	john@gmail.com	Outgoing mail server (SMTP):	smtp.gmail.com		
Logon Information		Test Settings			
User Name: Password:	john@gmail.com *****	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)			
Log on using ? Authentication	Remember password Secure Password n (SPA)	Test Account Settings	Mero Sottings		
			More becangs		
		< Back	Next > Cancel		

5. Click on the Outgoing Server tab, tick the box beside **My outgoing server** (SMTP) requires authentication.

Make sure your settings look like the below screen capture before clicking on the **Advanced** tab.

Internet	E-mail Settings	;			×
General	Outgoing Server	Connection	Advanced		
<b>√</b> My	outgoing server (SI	MTP) requires	authenticati	on	
	Use same settings as my incoming mail server				
OL	og on using				
L L	Jser <u>N</u> ame:				
E	Password:				
	[	✓ <u>R</u> emember	password		
[	Log on using <u>S</u> ec	ure Password	Authenticat	ion (SPA)	
OL	O Log on to incoming mail server before sending mail				
		C	ОК	Cance	»

- 6. Make sure the settings match the screen capture below, note that:
  - a. Incoming port is 995 (SSL box ticked)
  - b. Outgoing port is 465 (SSL box ticked)
  - c. Server Timeouts to more than 5 minutes

Click on OK, Next and Finish.

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): 465 This server requires an encrypted connection (SSL) Server Timeouts				
Short Long 10 minutes				
Delivery				
Leave a copy of messages on the server				
Remove from server after 10 👙 days				
Remove from server when deleted from 'Deleted Items'				

7. You have successfully set up your Gmail account on Microsoft Outlook 2003!