

Email setup: Gmail for Microsoft Outlook 2007

1. Open Outlook 2007, click on Tools - Account Settings



2. Click on the **E-mail** tab, then **New**

E-m	a il Account /ou can add o	: s or remove an	account. You can	select an account and	change its settings.	
-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
	ew 🛠 R	epair 💼	Change 📀 🤅	5et as Default 🗙 R	emove 🕈 🕹	
Name	2			Туре		

3. Tick checkbox beside Manually configure server settings or additional server types, click Next

Auto Account Setu	p	长
Your Name: [Example: Barbara Sankovic	
E-mail Address: [Example: barbara@contoso.com	
Password: Retype Password:		
	Type the password your Internet service provider has given you,	
Manually configure s	erver settings or additional server types	
	Car Next > Car	vcel

4. In the Add New E-mail Account window, select Internet E-mail, click Next

d New E-m Choose E-	mail Service
(Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages. Microsoft Exchange Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail. Other
	Outlook Mobile Service (Text Messaging)

- 5. 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. Account Type is POP3
 - c. Incoming mail server: pop.gmail.com
 - d. Outgoing mail server: smtp.gmail.com
 - e. User Name: your full Gmail email address e.g. john@gmail.com
 - f. Password: your Gmail password

Click More Settings when done.

Each of these settings ar	e required to get your e-mail accou	nt working.
User Information		Test Account Settings
Your Name:	John Smith	After filling out the information on this screen, we
E-mail Address:	john@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:	john@gmail.com	
Password:	*****	
F I	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings

6. 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.

My outgoing server (SMTP) requires Use same settings as my incomin Co Log on using User Name: Password: Require Secure Password Au Co Log on to incoming mail server b	s authentication ng mail server ssword uthentication (SPA)
 Use same settings as my incomin Log on using User Name: Password: Remember pass Require Secure Password Au Log on to incoming mail server b 	ng mail server ssword uthentication (SPA)
 Log on using User Name: Password: Remember pas Require Secure Password Au Log on to incoming mail server b 	isword Jthentication (SPA)
User Name: Password: Remember pas Require Secure Password Au O Log on to incoming mail server b	ssword uthentication (SPA)
Password: Remember pas Require Secure Password Au Control Control C	sword uthentication (SPA)
Remember pas Require Secure Password Au Cog on to incoming mail server b	ssword uthentication (SPA)
Require Secure Password Automatic Control Require Secure Password Automatic Control Require Password Automatic Control	uthentication (SPA)
🔘 Log on to incoming mail server b	efore conding mail

- 7. Make sure the settings match the screen capture below, note that:
 - a. Incoming port is 995 (SSL box ticked)
 - b. Outgoing port is 465 (Use the following type of encrypted connection: SSL)

Click on OK, Next and Finish.

General	Outgoing Server Connection Advanced
Server P Incomi	ng server (POP3): 995 Use Defaults
Server T Short Delivery	the following type of encrypted connection: SSL

8. You have successfully set up your Gmail account on Microsoft Outlook 2007!