

Add Gmail account to Outlook 2010 with IMAP

If you want to upgrade Outlook 2003 to 2010, you need to use IMAP with your Gmail account to synchronize mail from different machines. Follow our instructions, you can use your mail account in any computer.

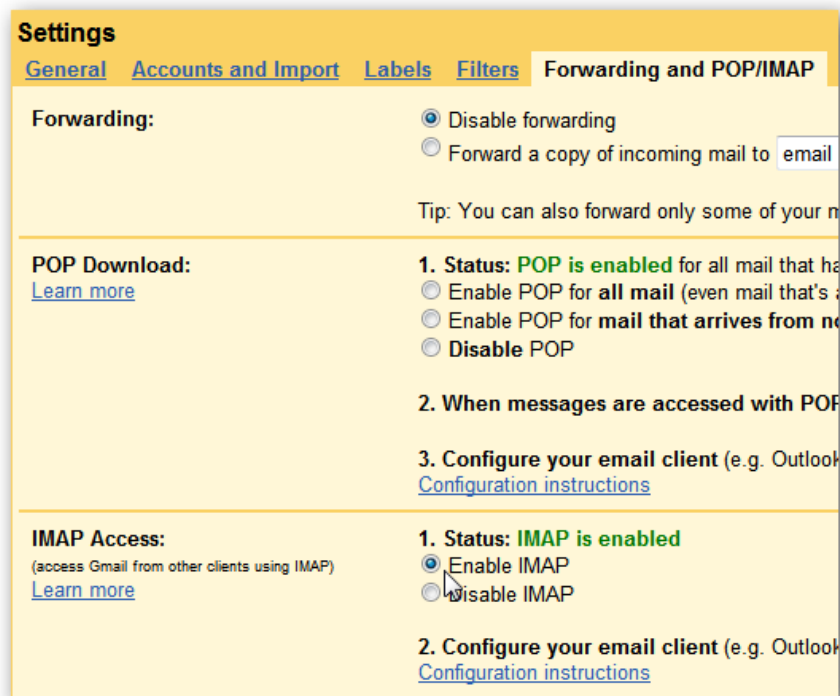
TipsMake.com - If you want to upgrade Outlook 2003 to 2010, you need to use IMAP with your Gmail account to synchronize mail from different machines. Follow our instructions, you can use your mail account in any computer.

If you are using a newer version of Outlook, please refer to:

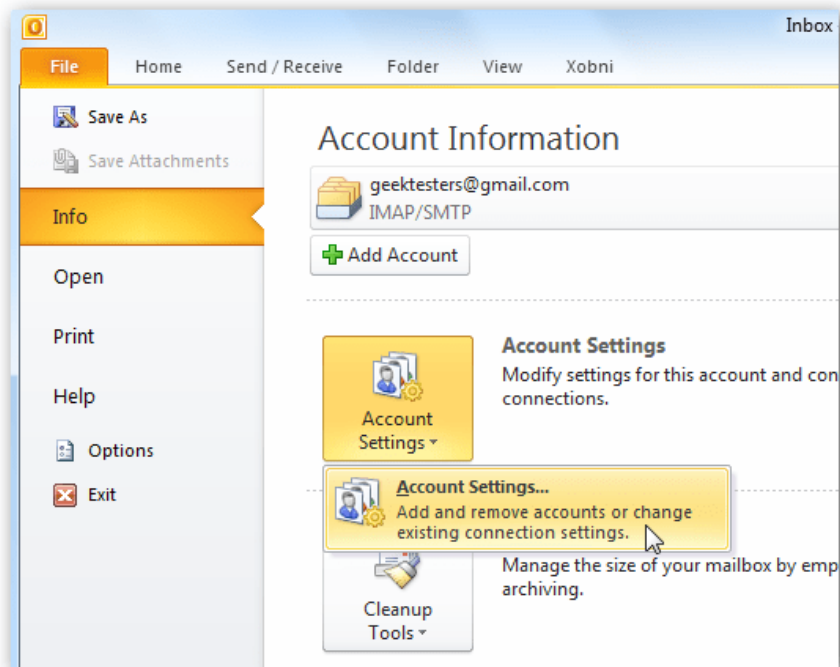
1. Instructions for adding Gmail accounts to Outlook 2013 and 2016 using IMAP

Enable IMAP in Gmail

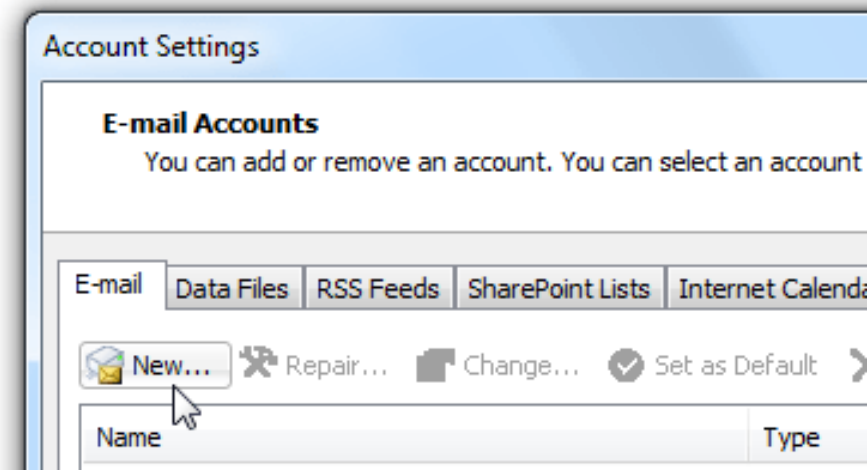
First, log into your Gmail account and open **Settings** . Click the **Forwarding and POP / IMAP** tab and check whether IMAP is enabled and then save the changes you have made.



Next, open Outlook 2010, select the **File** tab to access **Backstage** . Select **Account Settings > Add and remove accounts or change existing connection settings** .



In the **Account Settings** window, select **New**



Enter your name, email address, enter the password twice and select **Next**

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next >

Outlook will configure email server settings, which will take some time to do so.

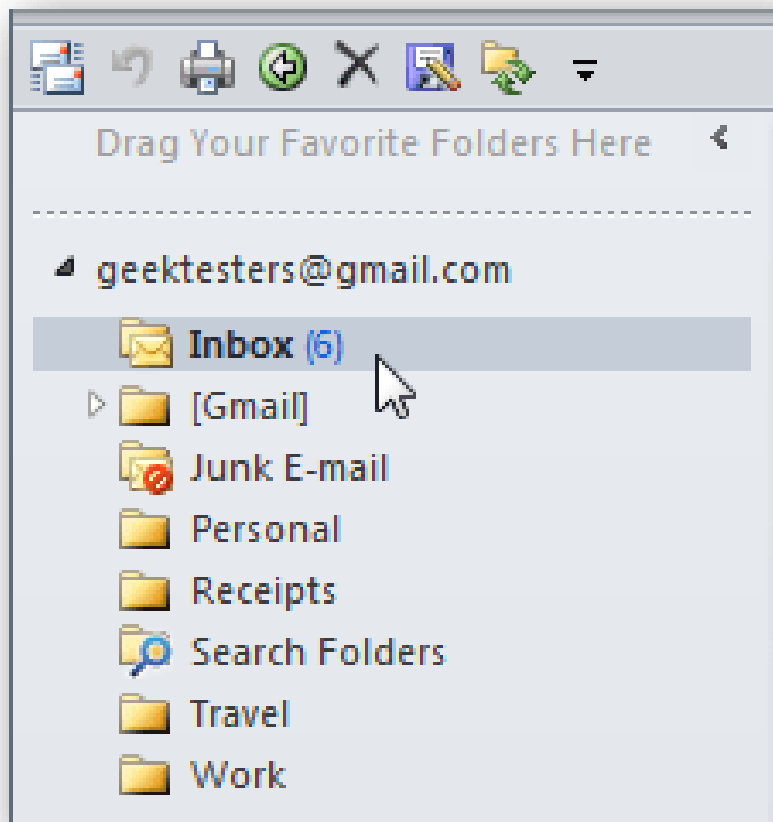
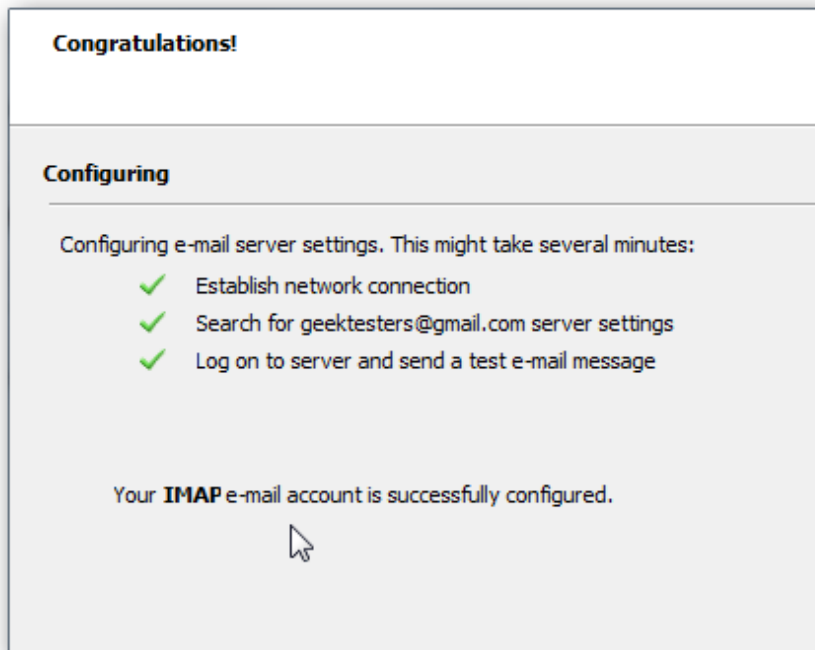
Online search for your server settings...

Configuring

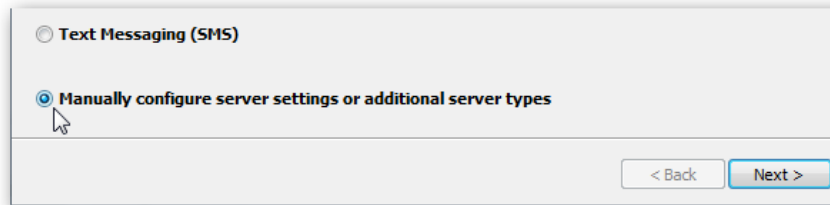
Configuring e-mail server settings. This might take several minutes:

- ✓ Establish network connection
- ✓ Search for geektesters@gmail.com server settings
- ➔ **Log on to server and send a test e-mail message**

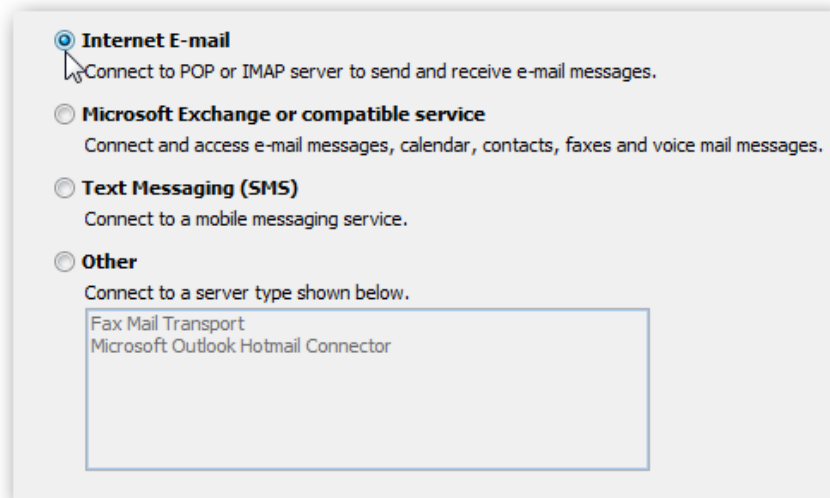
If all goes well, the configuration will be successfully installed and you can start using your account.



If the above instructions do not work, set the configuration manually. Go back to **Auto Account Setup** and select **Manually configure server settings or additional server types** and click **Next** .



Select **Internet E-mail - Connect to POP or IMAP server to send and receive e-mail messages** .



Fill in the installation information as below. Under **Server Information** , check the following information:

- Account Type: *IMAP*
- Incoming mail server: *imap.gmail.com*
- Outgoing mail server (SMTP): *smtp.gmail.com*

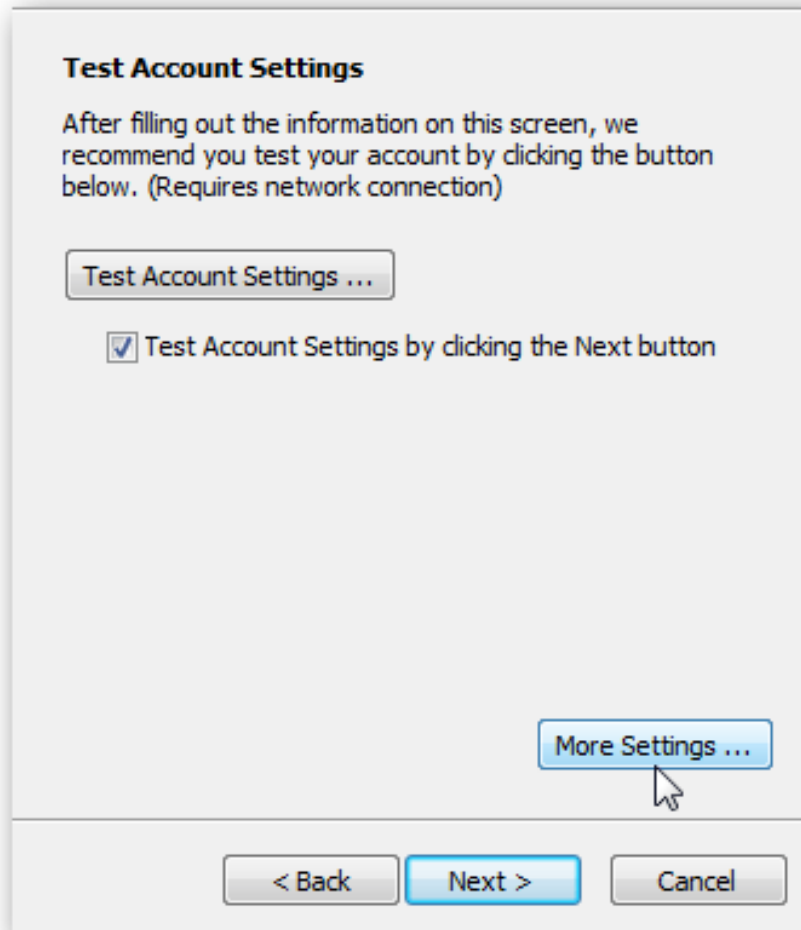
Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information		Test Account Settings
Your Name:	<input type="text" value="geektester"/>	After filling out the information o recommend you test your account below. (Requires network connecti
E-mail Address:	<input type="text" value="geegtesters@gmail.com"/>	<input type="button" value="Test Account Settings ..."/>
Server Information		<input checked="" type="checkbox"/> Test Account Settings by
Account Type:	<input type="text" value="IMAP"/>	
Incoming mail server:	<input type="text" value="imap.gmail.com"/>	
Outgoing mail server (SMTP):	<input type="text" value="smtp.gmail.com"/>	
Logon Information		
User Name:	<input type="text" value="geektesters@gmail.com"/>	
Password:	<input type="password" value="*****"/>	
	<input checked="" type="checkbox"/> Remember password	
	<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)	

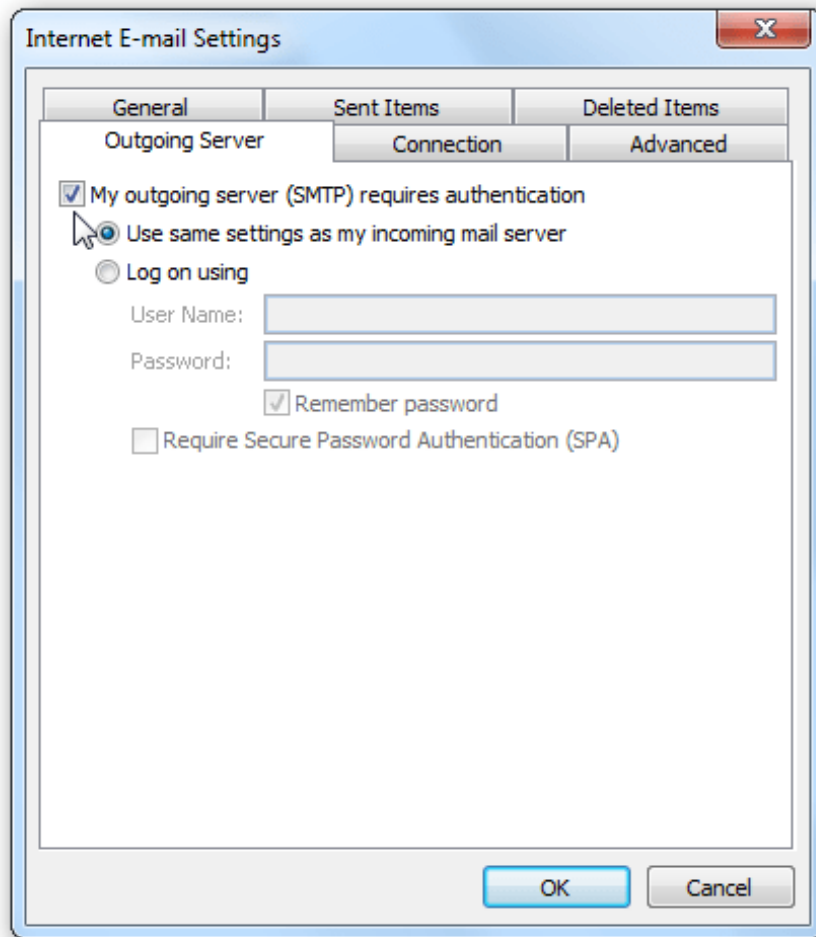
Attention:

- If you have a Google account, make sure you have filled in your email address (*username @ domain.com*) under **Your Name and User Name**.
- If you are not in the US, you can use *imap.googlemail.com* and *smtp.googlemail.com* .

Next, you need to click **More Settings** .



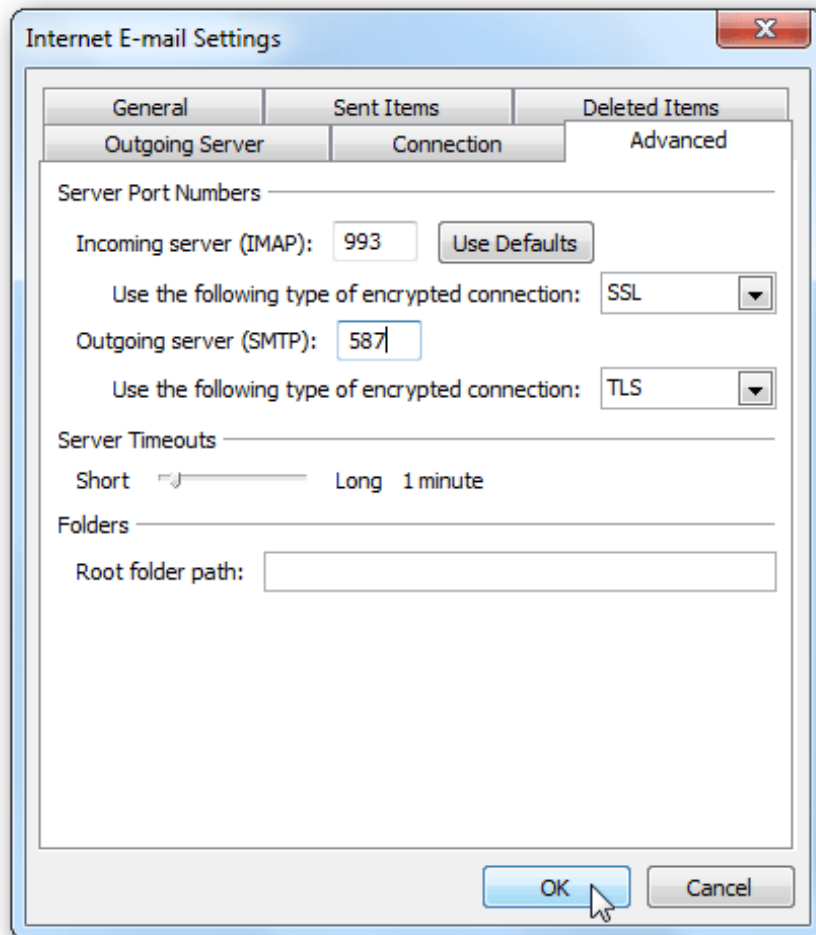
In the **Internet E-mail Settings** window, select the **Outgoing Server** tab and check **My outgoing server (SMTP) for authentication** . Continue to tick the item next to **Use same settings as my incoming mail server** .



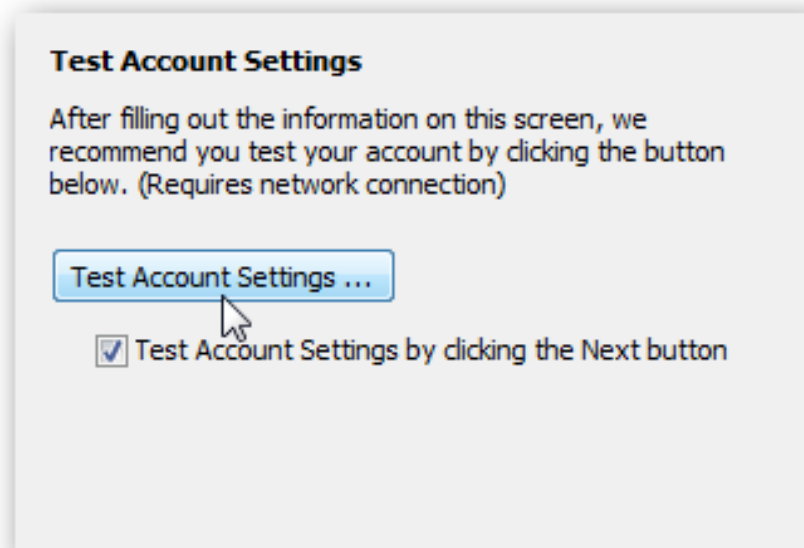
In the same window, select the **Advanced** tab to check the following information:

- Incoming server: 993
- Incoming server encrypted connection: SSL
- Outgoing server encrypted connection TLS
- Outgoing server: 587

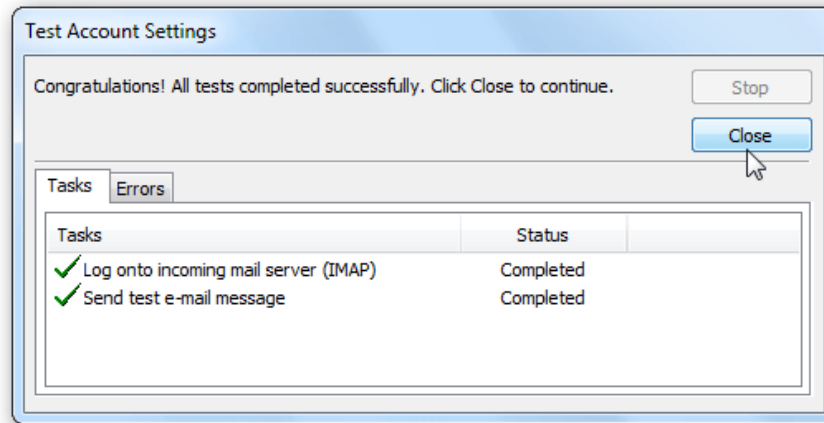
Note: You need to change the **Outgoing server encrypted connection** first, otherwise it will revert to the default connection to port 25. Similarly, if TLS does not work, we can also use **Auto** mode. Click **OK** when done.



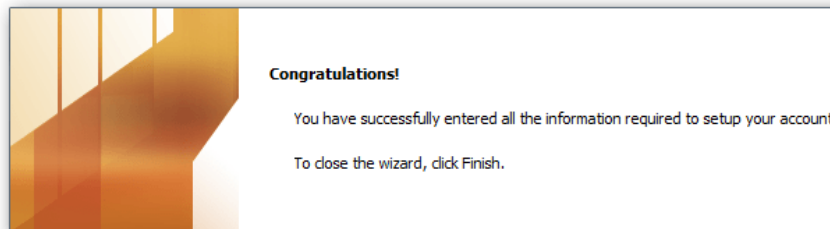
Next, you need to check the previous settings, to make sure everything is on the right track. To check again, click **Next > Test Account Settings** .



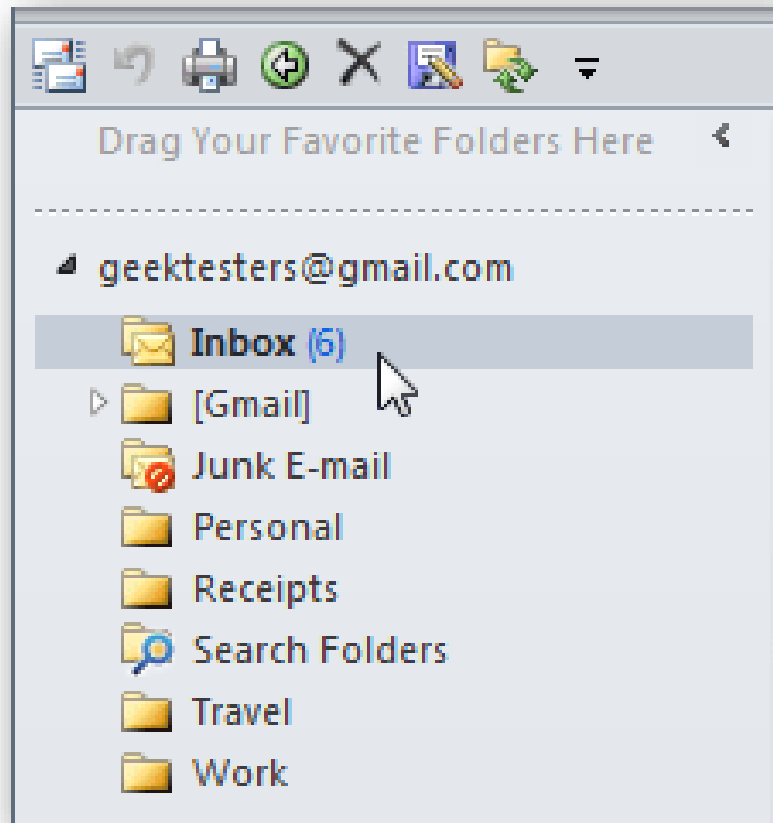
If all is installed correctly, you can close the window and use your account with Outlook 2010.



You will see a congratulatory message displayed and you can close this window.



And start using your account with Outlook 2010.



Conclude

Using IMAP allows you to use your account on different devices or devices. The sunny IMAP in Gmail is free when you use Outlook 2010.

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