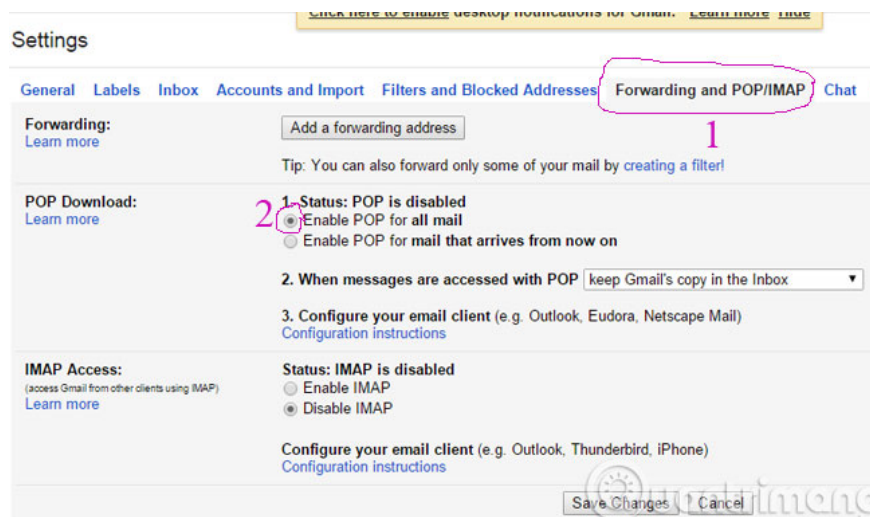


Add Gmail account to Outlook 2010 with POP

Are you interested in the latest version of Outlook and want to install it with your Gmail account? The following is a guide to adding your Gmail account to Outlook 2010 using POP.

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Step 1 : Log in to your Gmail account and go to Settings page. Then, find the Forwarding and POP / IMAP menu and check Enable POP for all mail

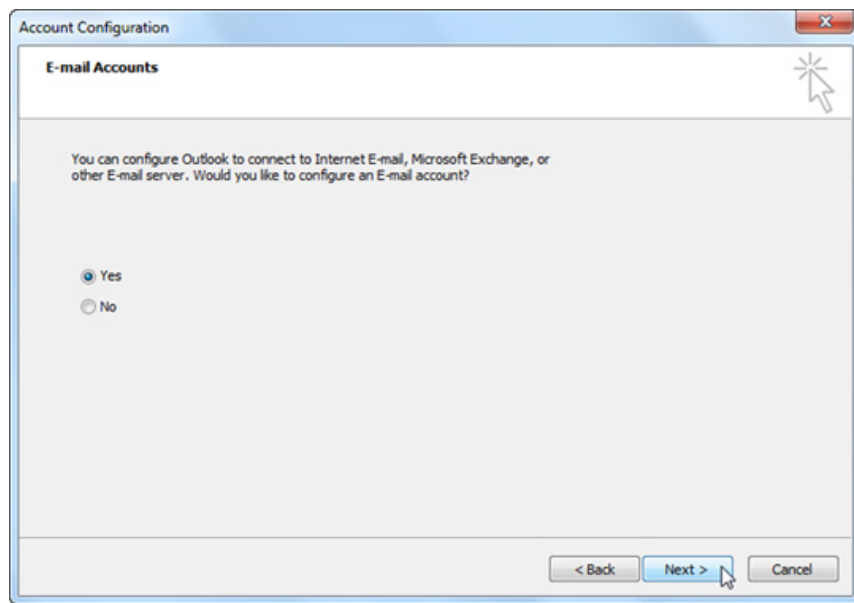


Add an account to Outlook 2010

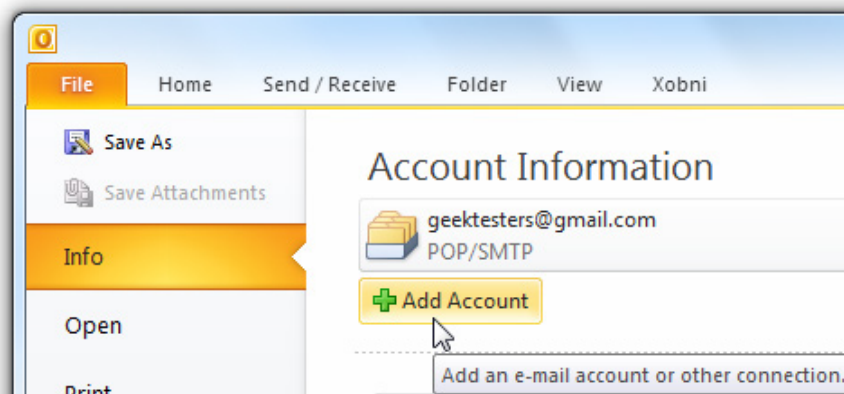
If you have not yet run Outlook 2010, select **Next** to start the installation and add your email account.



Select **Yes** to add an email account to Outlook. Now you can fill in your email account.



Or if you are using Outlook and want to add a new POP account, click **File** and select **Add Account** under **Account Information** .



Outlook 2010 can automatically receive and configure accounts with email addresses and passwords. Fill in the information and select **Next** to Outlook to install.

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:

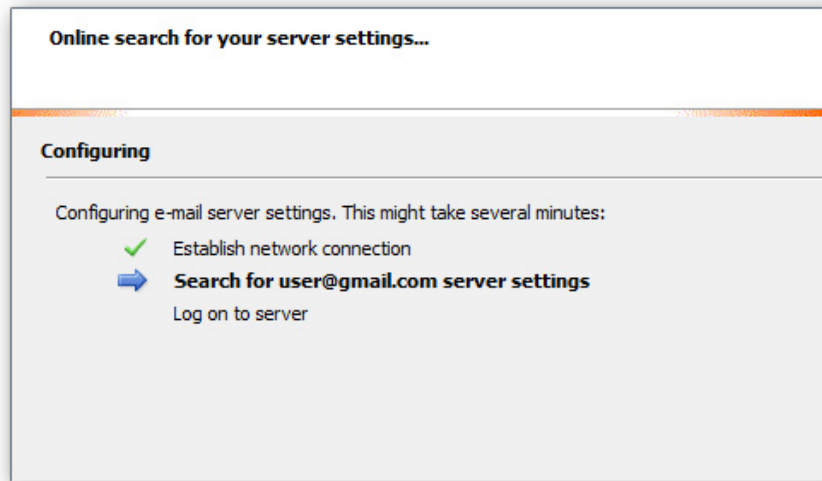
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

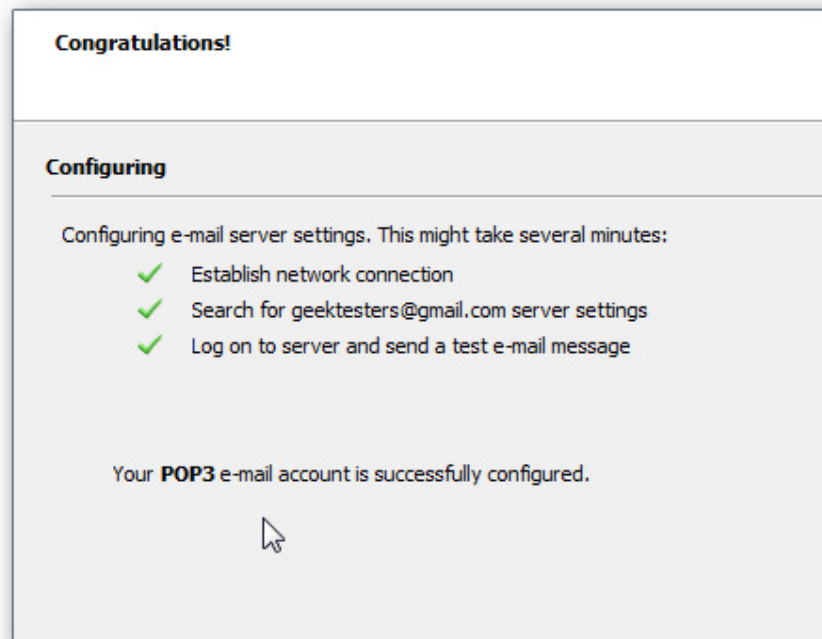
Manually configure server settings or additional server types

< Back Next >

Outlook will scan the settings for your email account.



If Outlook can search for your settings and configure your account automatically, you will see a greeting screen displayed. Based on the settings, Gmail is installed automatically. However, sometimes the installation will fail. In this case, you need to reinstall.



Configure Outlook for Gmail

Go back to the account settings screen, select **Manually configure server settings or additional server types** and click **Next** .

Auto Account Setup
Connect to other server types.

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 >

Select **Internet E-mail** > **Next**

Choose Service

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

Microsoft Exchange or compatible service
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

Text Messaging (SMS)
Connect to a mobile messaging service.

Other
Connect to a server type shown below.

Fax Mail Transport
Microsoft Outlook Hotmail Connector

< Back Next >

Enter your username, email address and login information. In the **Server information** section, fill in the following information:

- Account Type: *POP3*
- Incoming mail server: *pop.gmail.com*
- Outgoing mail server: *smtp.gmail.com*

Remember to click on the **Remember password** entry so that you don't have to fill in multiple times.

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

After you have filled in the information, click **More Settings**

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings by clicking the Next button

Deliver new messages to:

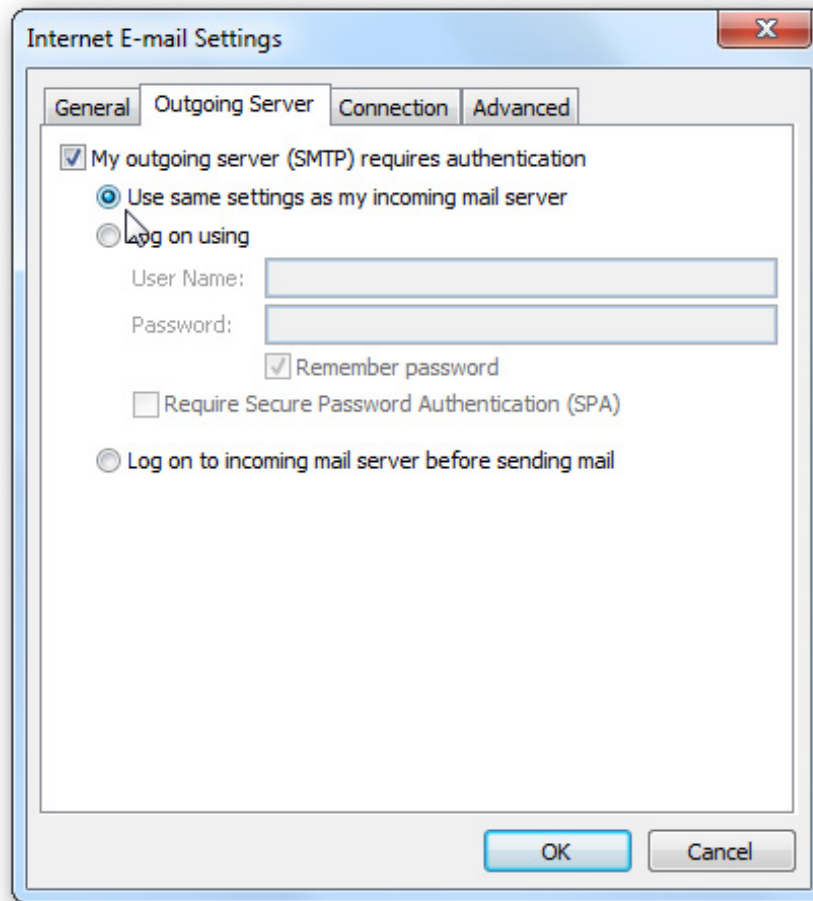
New Outlook Data File

Existing Outlook Data File

Remember password

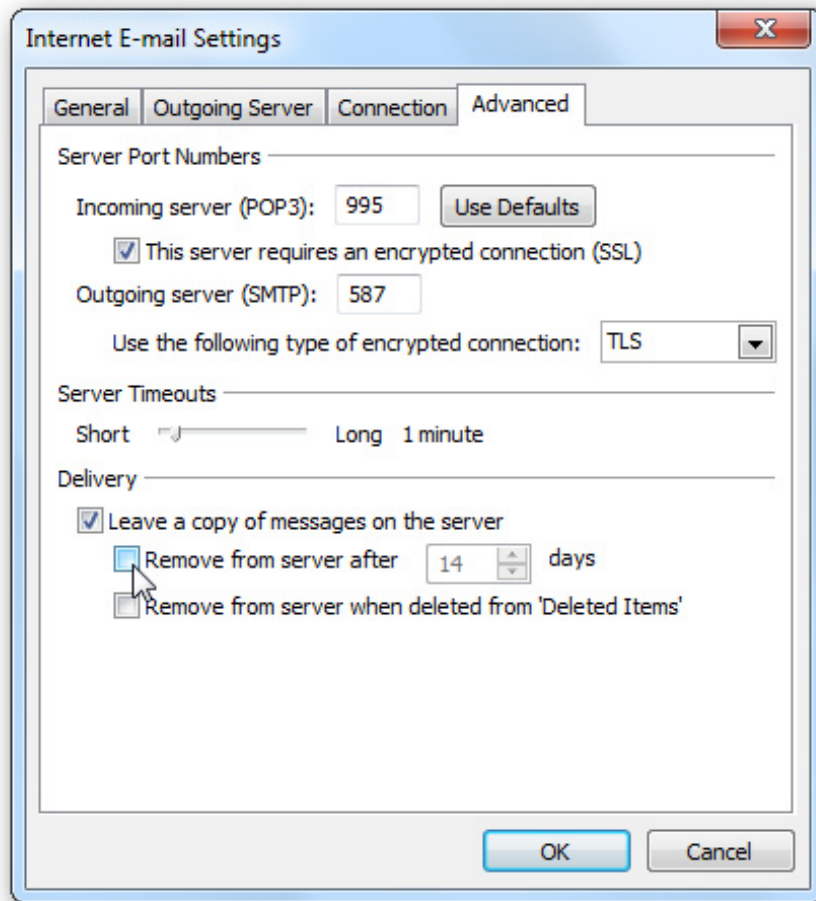
Secure Password Authentication (SPA)

Select the **Outgoing Server** tab, check **My outgoing server (SMTP) requires authentication** and click **Use same settings as my incoming mail server** .

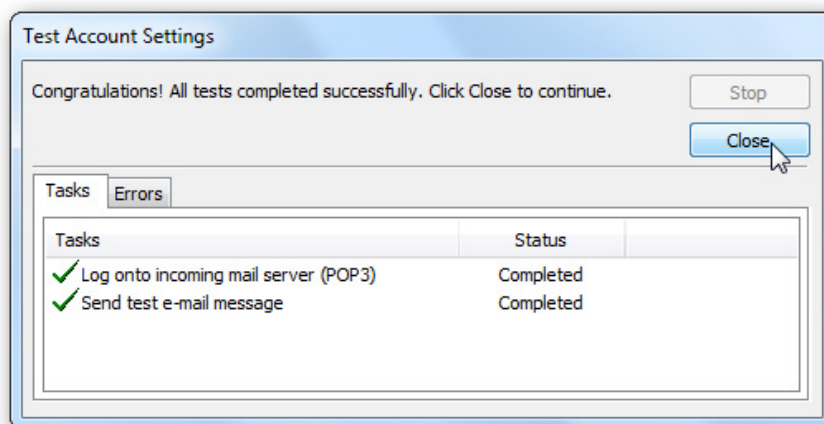


Select the **Advanced** tab and fill in the following information:

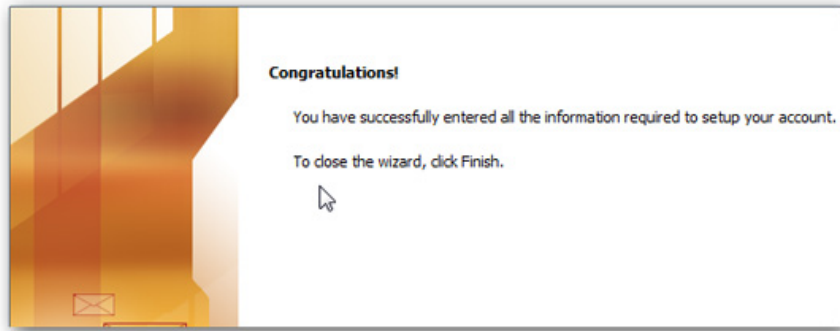
- Incoming Server (POP3): 995
- Outgoing server (SMTP): 587
- Check the *This server requires an encrypted connection (SSL)* section
- Set *Use the following type of encrypted connection* to **TLS**



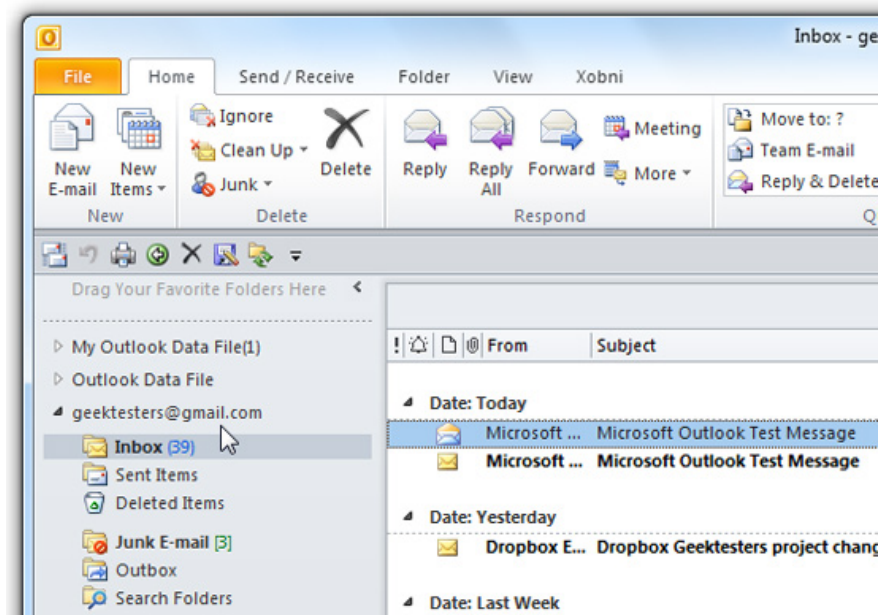
Click **OK** to close the window. Then, click **Next** to complete the installation. Outlook will check your account settings to make sure everything is on the right track. Click **Close** when finished.



Then there will be a greeting screen displayed. Select **Finish**



Gmail is ready to be integrated with Outlook 2010. Try your Gmail account in Outlook.



Conclude

Adding Gmail to Outlook using POP is easy with a few simple steps. You can add a lot of email accounts with POP3 if you want. Good luck!

(*Source* : Howtogeek)

You finished reading the article "**Add Gmail account to Outlook 2010 with POP**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.