

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

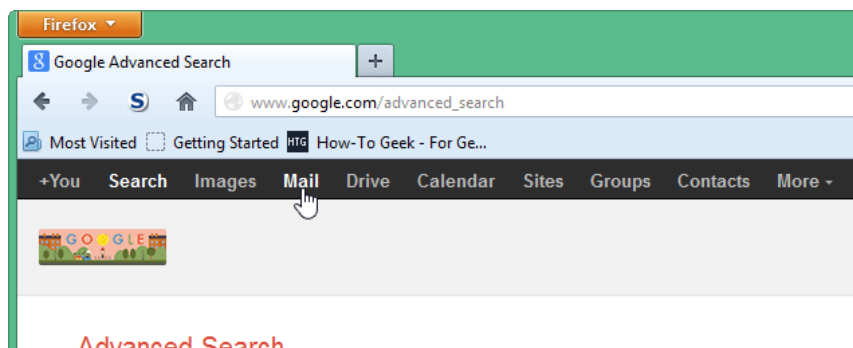
If you use Outlook to check and manage Email, you can also do this with Gmail. You can set up your Gmail account to allow email synchronization on multiple computers using Email Client instead of on a browser.

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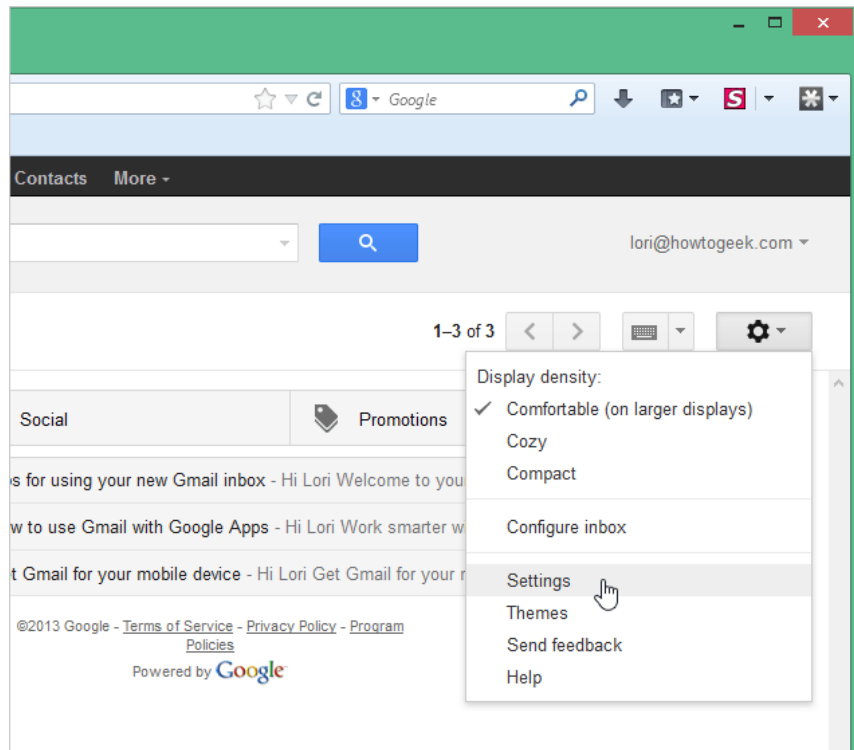
In the following article, Network Administrator will show you how to use IMAP to sync your Gmail account on multiple computers and step-by-step instructions for adding Gmail accounts to Outlook 2013 or 2016.



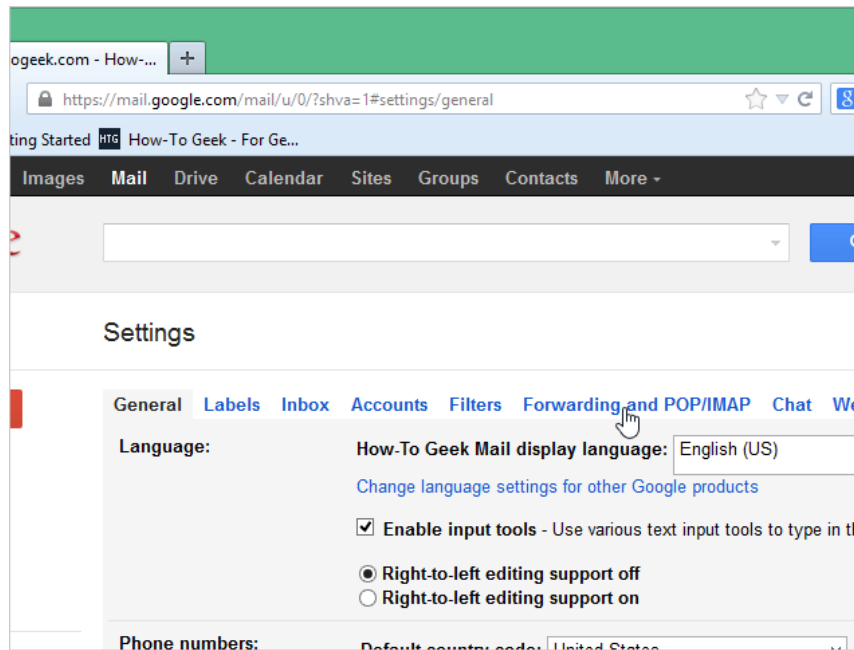
To set up your Gmail account using IMAP, first log in to your Gmail account.



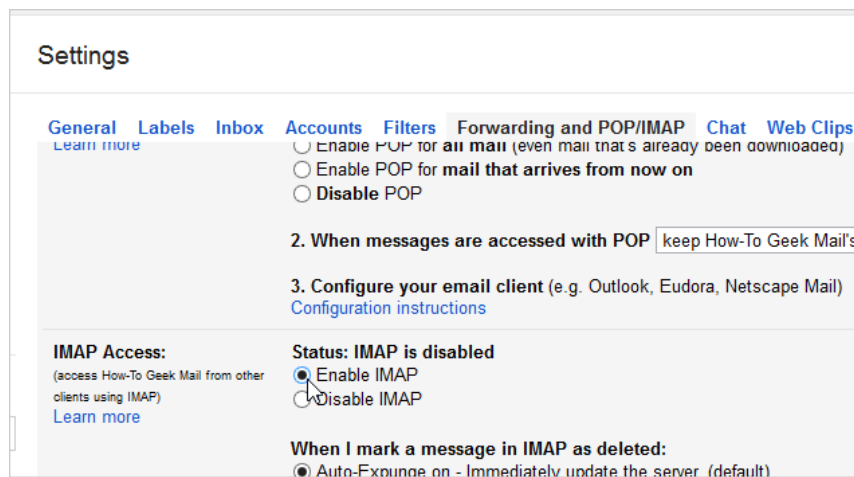
Next click on the serrated icon in the upper right corner and select **Settings** .



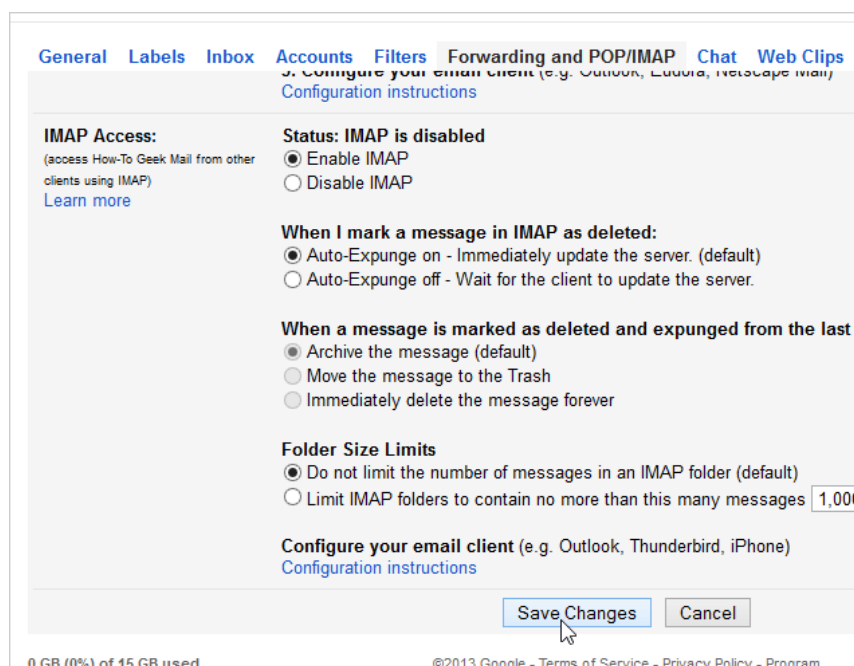
On the Settings interface, click on **Forwarding and POP / IMAP** .



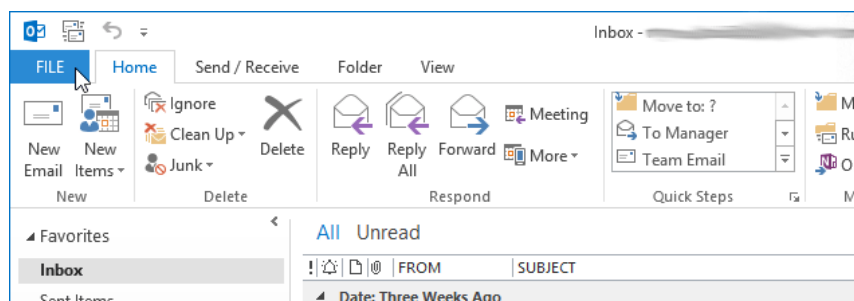
Scroll down to IMAP Access section (Access via IMAP) and select **Enable IMAP** (enable IMAP).



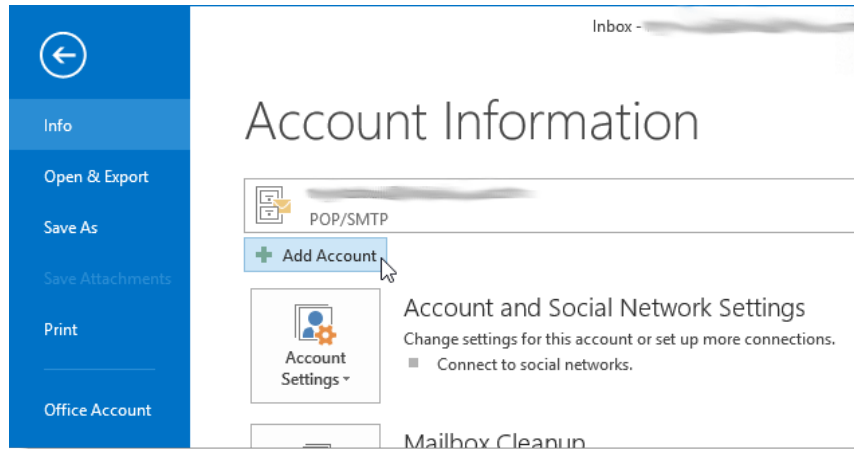
Finally select **Save Changes** at the bottom of the interface to save your changes and close your browser.



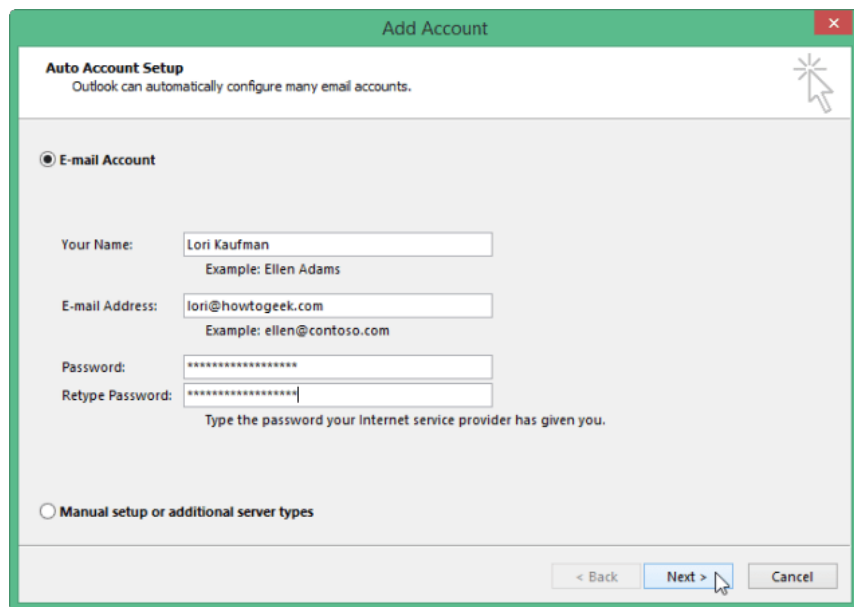
To add a Gmail and Outlook account, first open your Outlook application and then click the **File** tab.



On the Account Information interface, click **Add Account**.

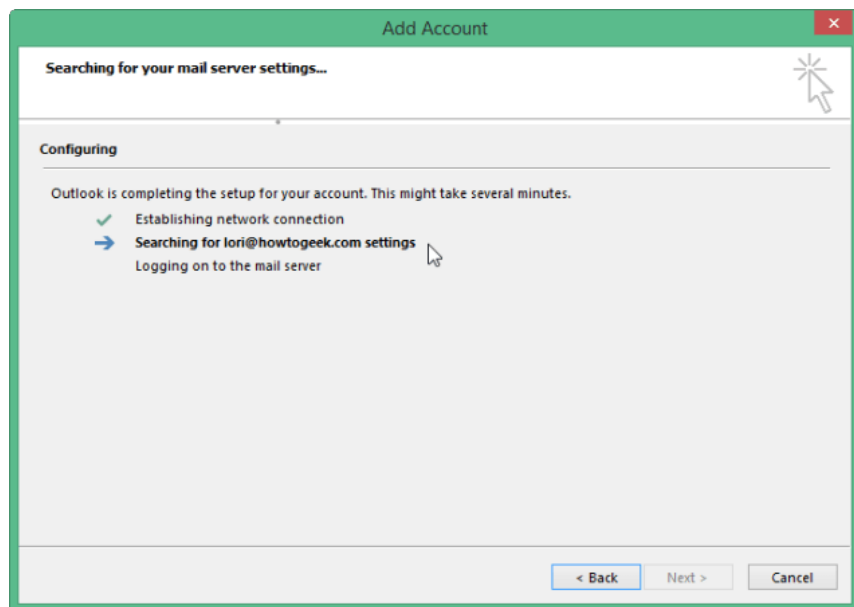


At this time, the Add account dialog box will appear. Here you check the **Email Account** option to automatically set up your Gmail account in Outlook. Enter your name, Gmail address and Gmail account login password and click **Next**.

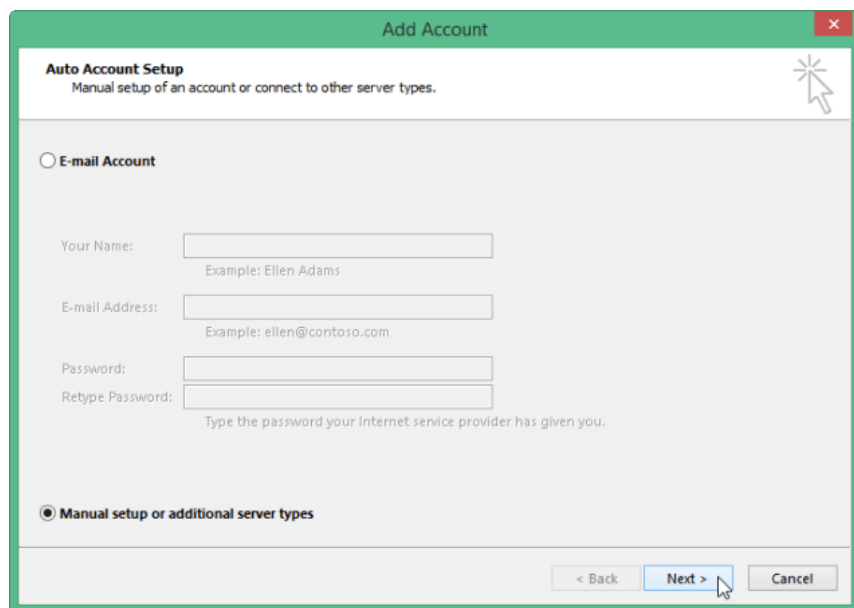


Note : Enter your Gmail account login password twice in the Password and Retype password box.

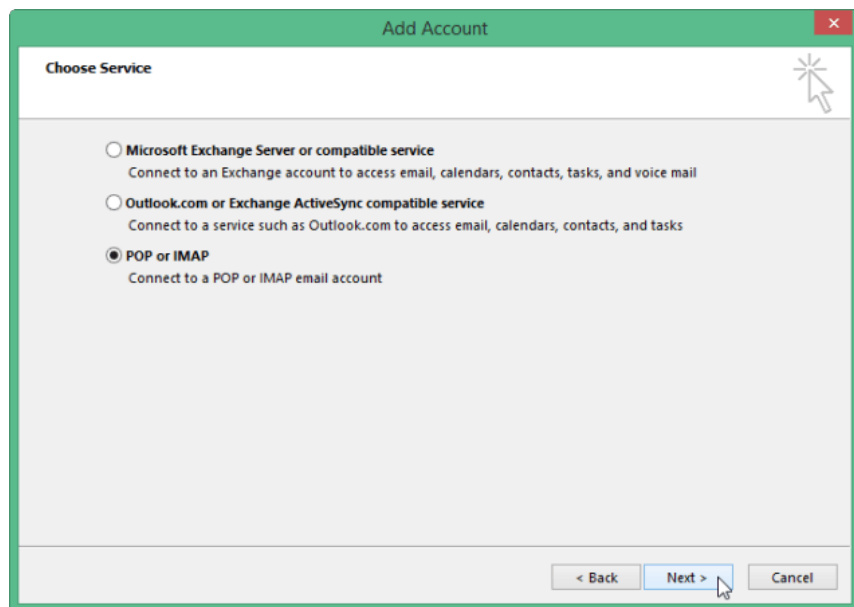
The installation process will appear on the screen.



If the setup process fails automatically, click **Manual Setup or additional server types** instead of selecting Email Account as in the previous step, then click **Next**.



Next on the Choose Service interface, select the **POP or IMAP** option and click **Next**.



On the POP and IMAP Account Setting interface, you enter all information into the User Information, Server Information and Logon Information sections.

In Server Information, in Account Type, click on the down arrow to select **IMAP**. Then enter the frame information Incoming server information and Outgoing server information as follows:

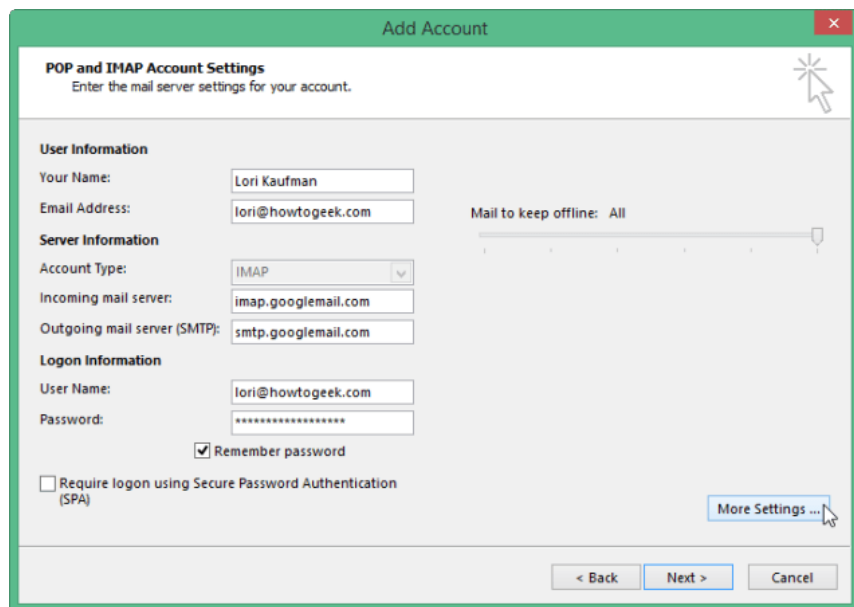
Incoming server information: imap.googlemail.com.

Outgoing mail server (SMTP): smtp.googlemail.com.

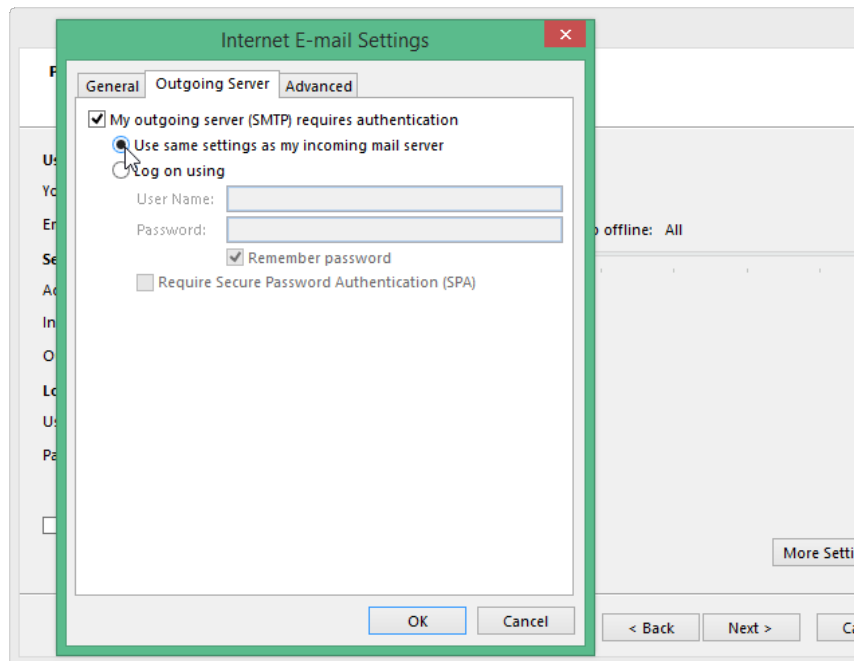
Note:

Enter your full Gmail address information in the User Name section and your Gmail account login password in the Password section.

Next click **More Settings** .



The Internet Email Setting dialog box appears at this time. In this dialog box, click the **Outgoing Server** tab and then select **My outgoing server (SMTP) requires authentication** , then select **Use same settings as my incoming mail server** .



When the Internet Email Settings dialog box appears, click the **Advanced** tab and enter the following parameters into:

Incoming server: 993

Incoming server encrypted connection: SSL

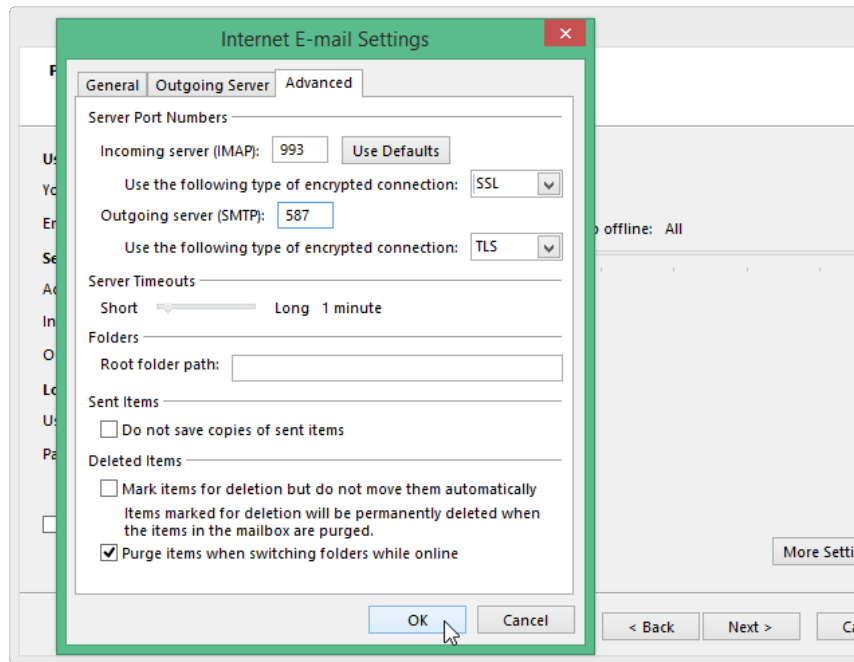
Outgoing server encrypted connection TLS

Outgoing server: 587

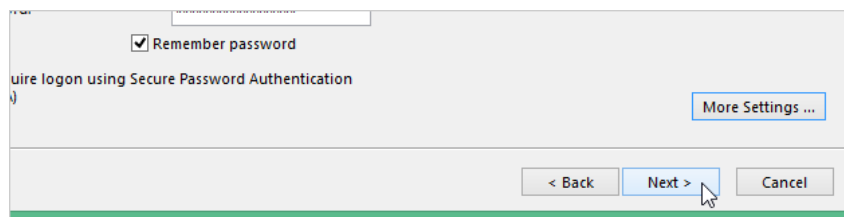
Note:

You can enter Encrypted Connection for Outgoing Server before entering port number 587 into Outgoing Server (SMTP).

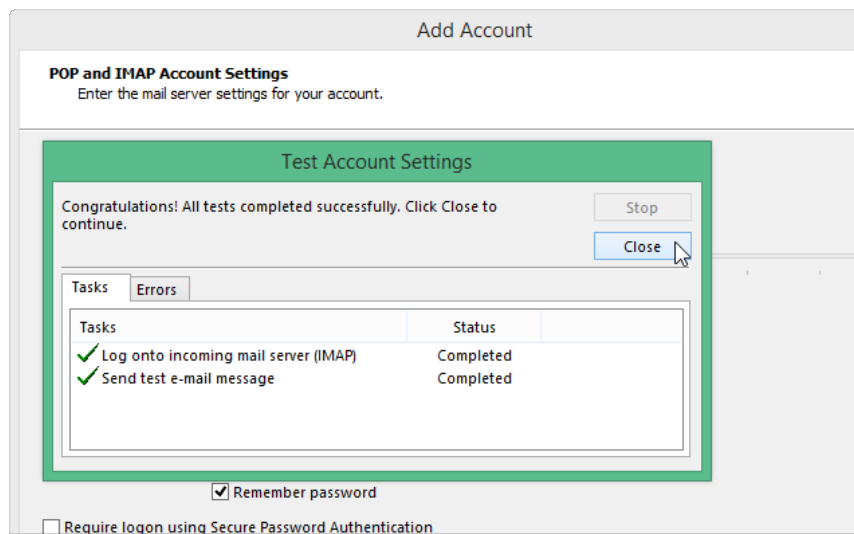
Click **OK** to save the changes and close the Email Settings dialog window.



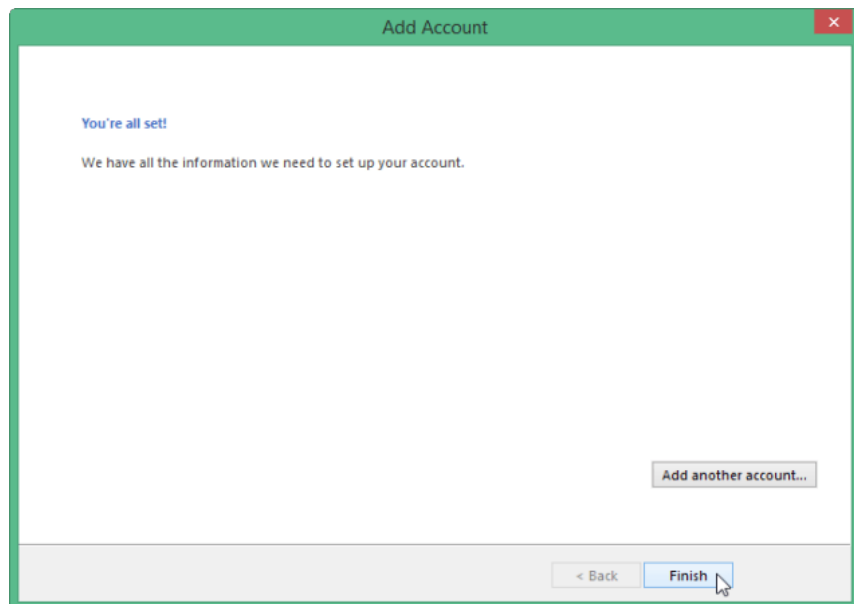
Next click **Next**.



Outlook will check the installation and send you a notification email. When the checkout process is finished, click **Close**.

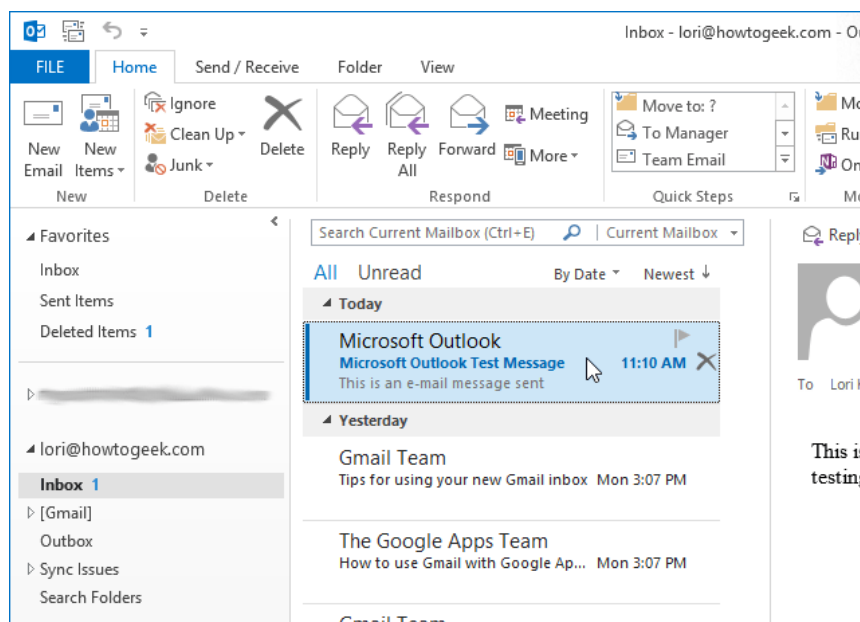


Now on the screen you will receive a message saying "You're all set". You just need to click **Finish** to finish.



The Gmail account you just added to Outlook is displayed in the Email address list in the left pane.

Click **Inbox** to view the inbox in your Gmail account.



Refer to some of the following articles:

- 1. Instructions for setting up Outlook data protection password**
- 2. Instructions for sending free SMS via Outlook**
- 3. 10 good tips to help you work more efficiently on Outlook**

Good luck!

You finished reading the article "**Instructions for adding Gmail accounts to Outlook 2013 and 2016 using IMAP**" 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.