

Instructions for configuring Gmail on Outlook

Outlook makes it easy for you to manage your Gmail emails. Send and receive emails quickly without accessing Gmail's Webmail. Use Microsoft Office directly from Microsoft Office.

Outlook makes it easy for you to manage your Gmail emails. Send and receive emails quickly without accessing Gmail's Webmail. Use Microsoft Office directly from Microsoft Office.

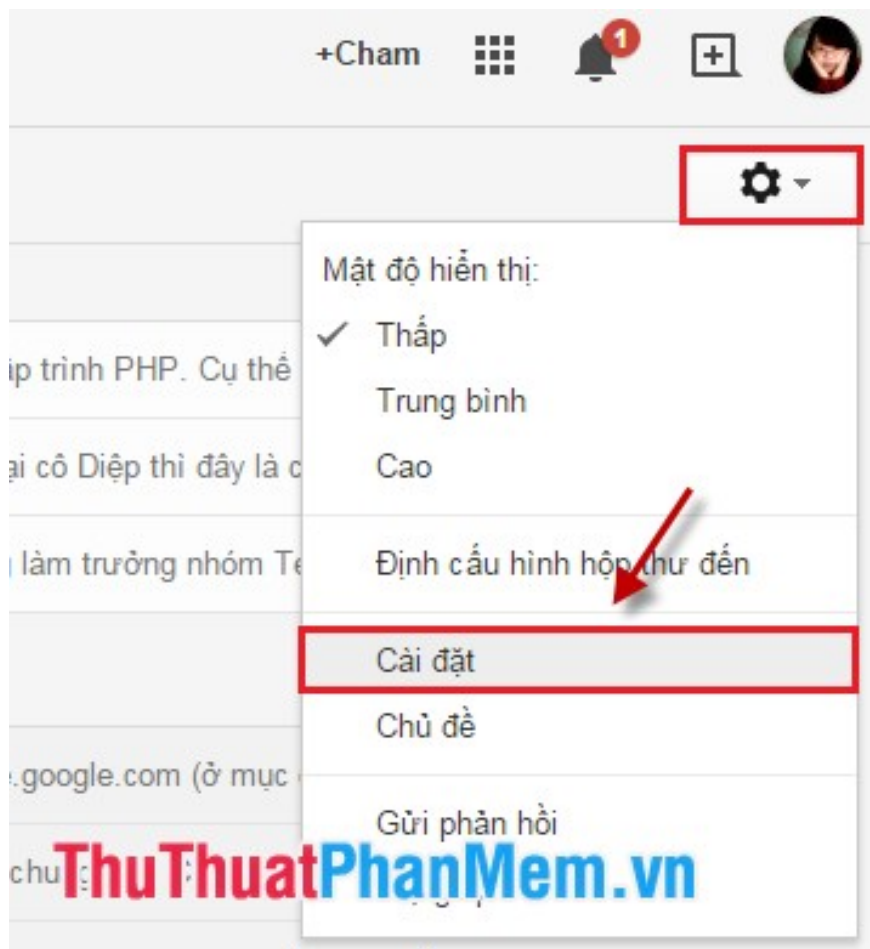


Below I will introduce how to install Gmail configuration on Outlook.

Step 1: Install on Gmail's Webmail.

First, log into your Gmail at <https://mail.google.com>.

Select the **Settings** icon in the upper right, then select **Settings** .



In tab **Forwarding and POP / IMAP** , in the **Download POP** you choose to *Enable POP download for all mail (even downloaded mail)* .



In the **Access via IMAP** section, select **Enable IMAP** :

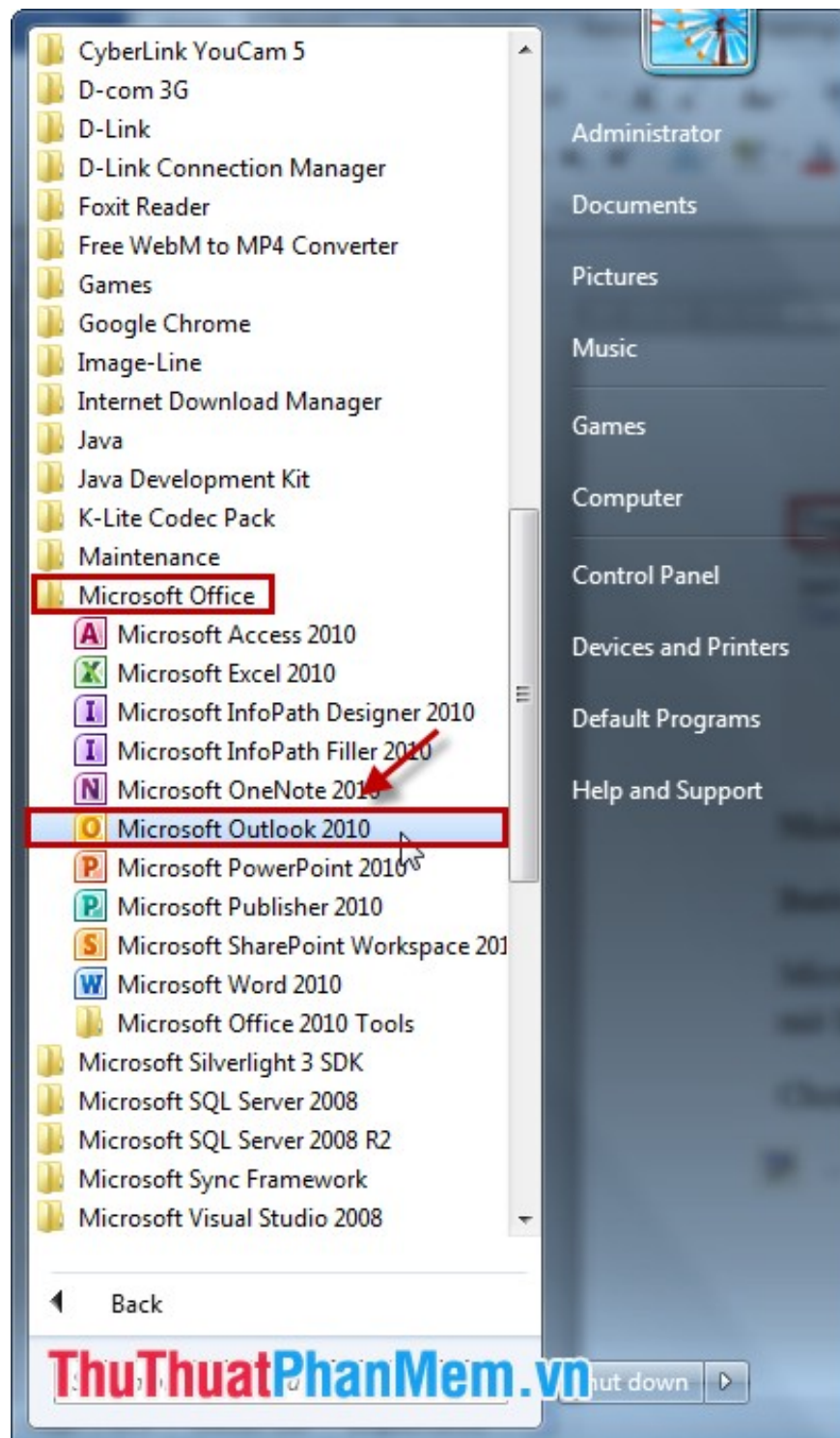


Click the **Save changes** button to save.

Step 2: Install on Microsoft Outlook.

Microsoft Outlook is integrated in the full Microsoft Office installation, you can open Microsoft Outlook by:

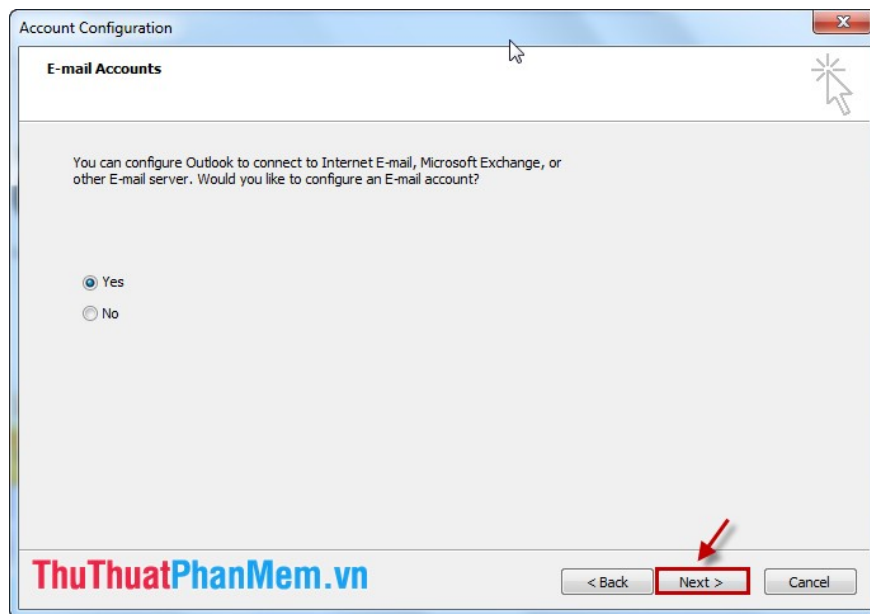
Select **Start -> All programs -> Microsoft Office -> Microsoft Outlook .**



- If you start Microsoft Outlook for the first time, select **Next .**

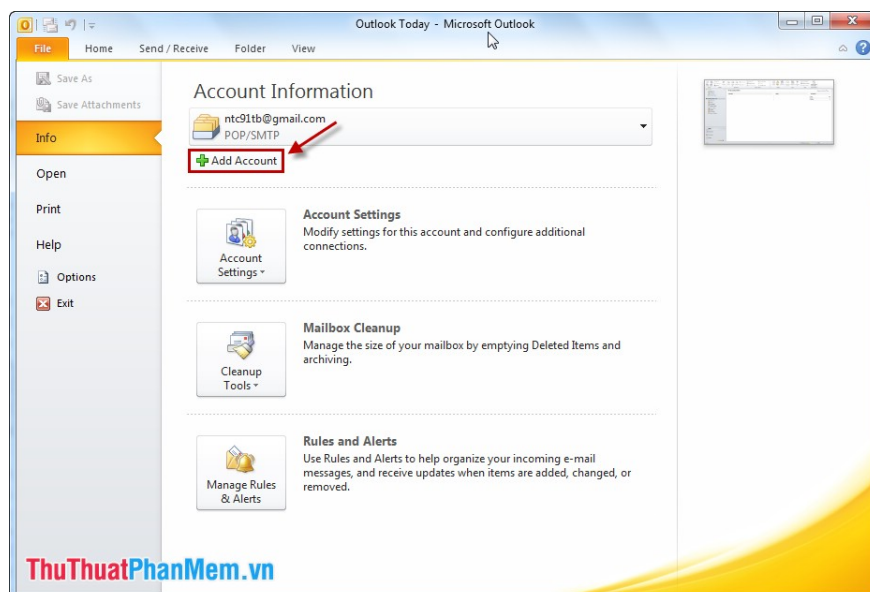


The default is **Yes** , you leave the default and select **Next** .



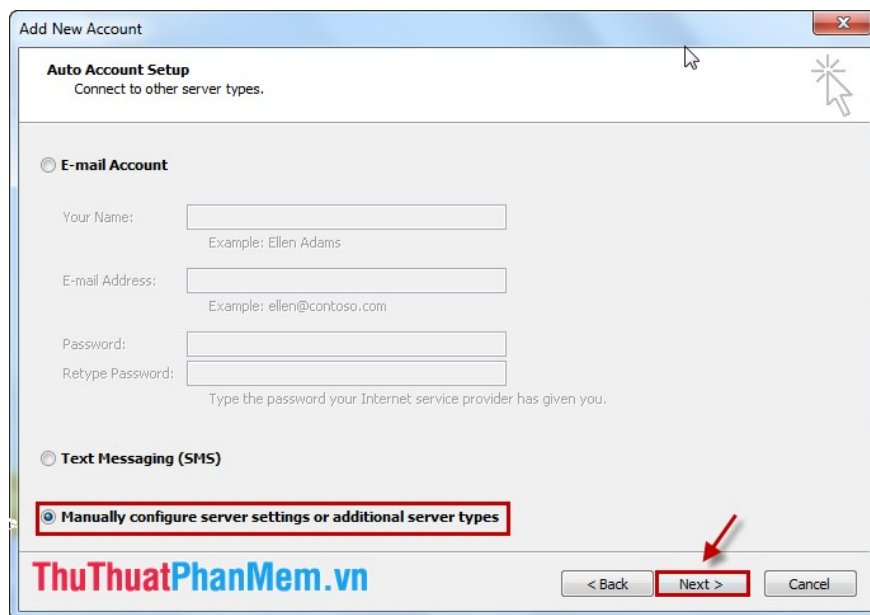
Then the dialog box **Add New Account** will appear .

- If you have already started Microsoft Outlook, want to add a new account to Outlook, choose **File -> Info -> Add Account** .

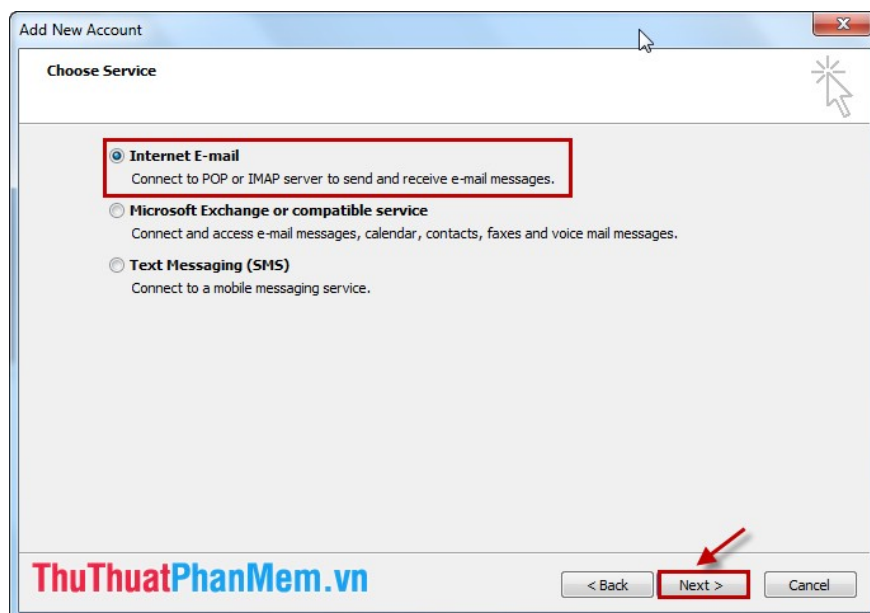


Then there will also appear **Add New Account** dialog box .

You choose *Manually configure server settings or additional sever types* to install the configuration manually. Then select **Next** to continue the installation.



Next, select **Internet E-mail** and select **Next** .



The next step, you need to fill in some information about your Gmail account.

Your Name: Your name.

E-mail Address: Gmail address.

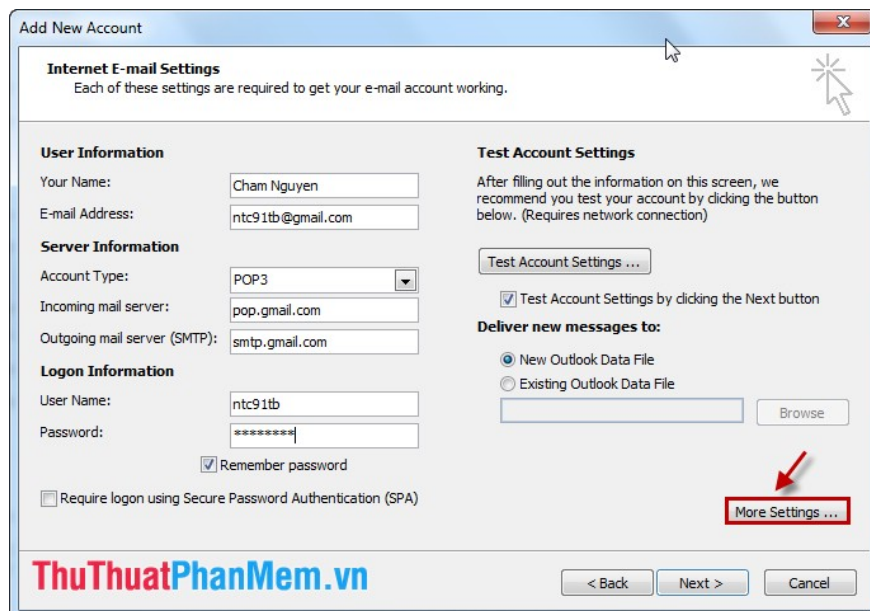
Account Type: POP3.

Incoming mail server: pop.gmail.com.

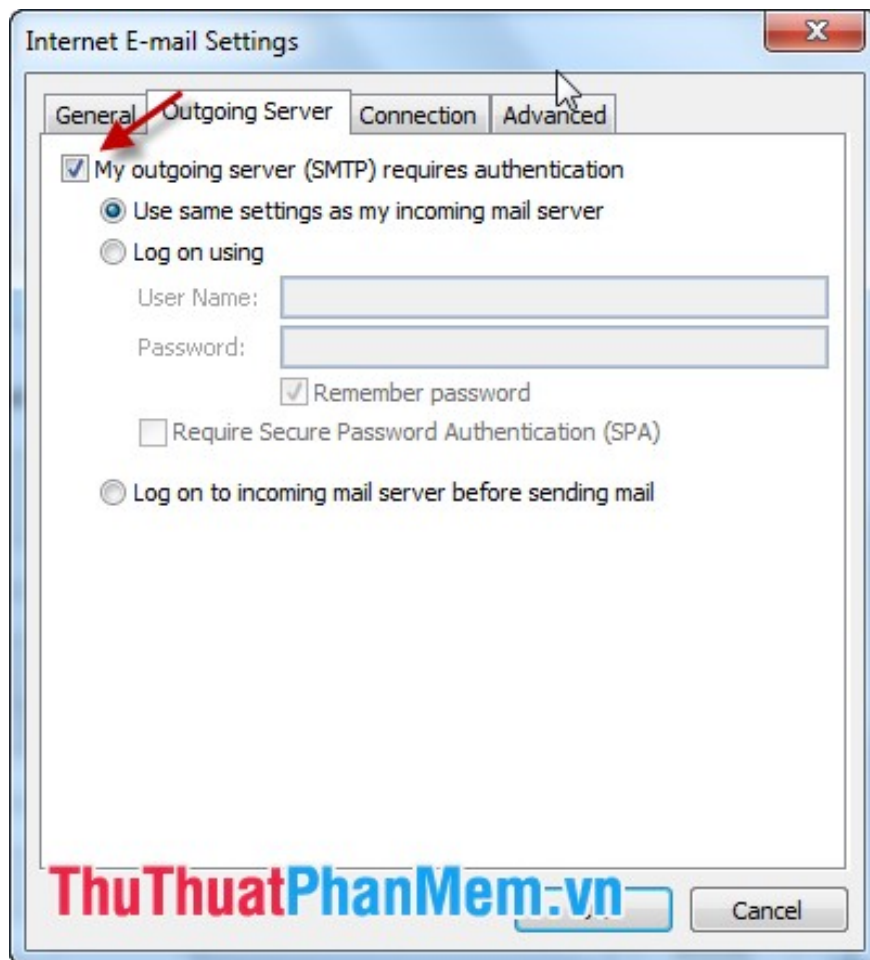
Outgoing mail server (SMTP) : smtp.gmail.com.

Password: Gmail password.

After completing the information, select **More settings** .



At the tab **Outgoing Server** you tick the **My outgoing server (SMTP) requires authentication**:

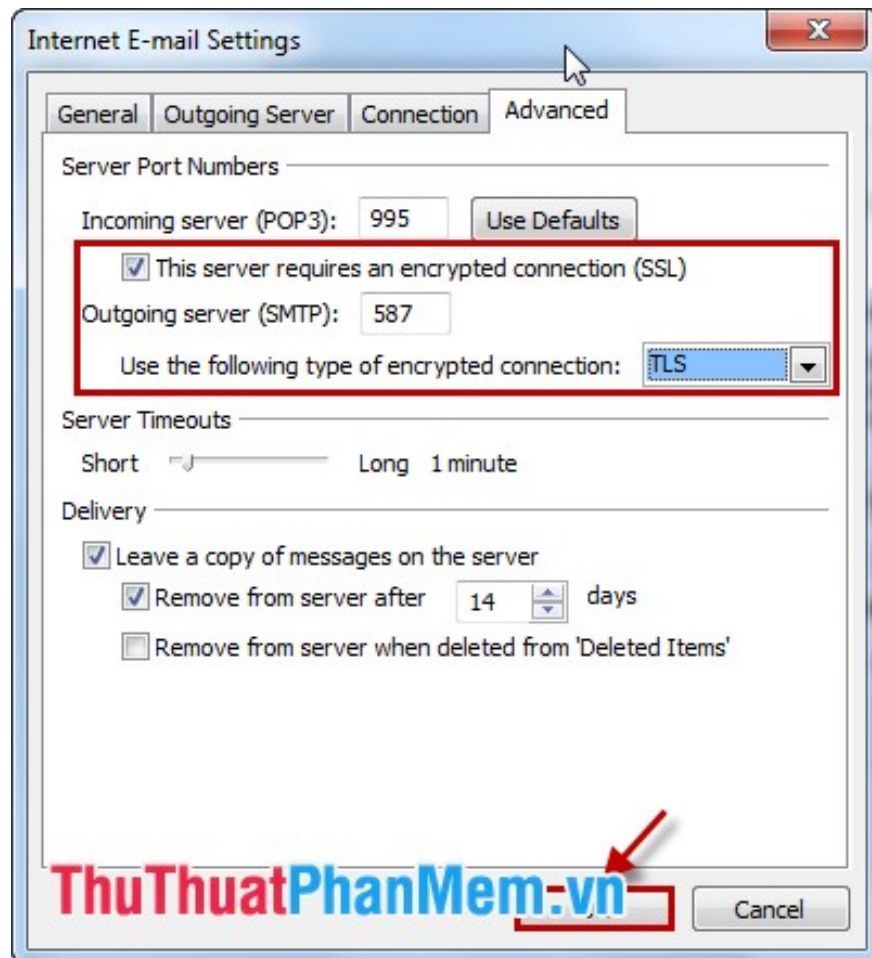


On the **Advanced** tab, check *This server requires an encrypted connection*.

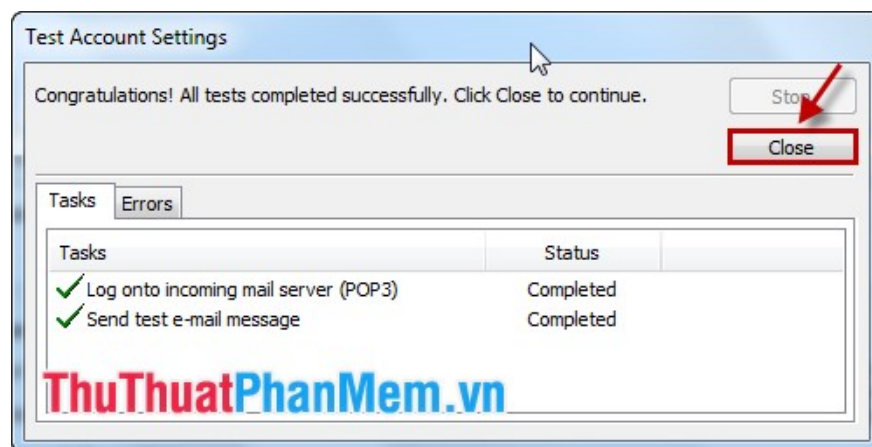
Outgoing server (SMTP): **587** .

Use the following type of encrypted connection: **TLS** .

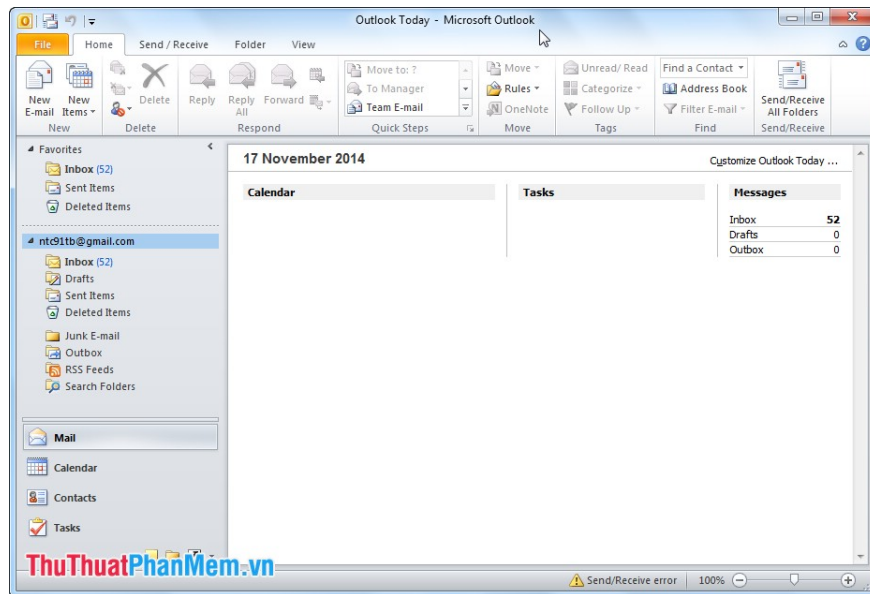
Then click **OK** .



Then you select **Next** , wait for the system to check the login information and send a test email. Choose **Close** :



Then select **Finish** .



From now on you can receive emails or send emails via Outlook without going to Gmail webmail anymore.

You finished reading the article "**Instructions for configuring Gmail on Outlook**" 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.