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Gmail

Outlook 2003

The Quick Answer

- Follow the instructions below to set up IMAP¹ access in Outlook 2003.
- [Google Apps](#) users, please follow the default instructions unless otherwise noted, replacing 'your_domain.com' with your actual domain² name.

To set up your Outlook 2003 client to work with Gmail:

1. [Enable IMAP in Gmail](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook.
3. Click the **Tools** menu, and select **E-mail Accounts...**
4. Click **Add a new e-mail account**, then click **Next**.
5. Choose **IMAP** as your server type by clicking the radio button, and click **Next**.
6. Fill in all necessary fields to include the following information:

User Information

Your Name: Enter your name as you would like it to appear in the **From:** field of outgoing messages.

Email Address: Enter your full email address (*username@gmail.com*). Google Apps users, enter your address in the format *username@your_domain.com*

Server Information

Incoming mail server³ (IMAP): imap.gmail.com

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

Login Information

User Name: Enter your full email address (including *@gmail.com* or *@your_domain.com*)

Password: Enter your Gmail password.

E-mail Accounts

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

User Information

Your Name:
E-mail Address:

Server Information

Incoming mail server (IMAP):
Outgoing mail server (SMTP):

Logon Information

User Name:
Password:
 Remember password

Log on using Secure Password Authentication (SPA)

7. Click **More Settings...** and then click the **Outgoing Server** tab.
8. Check the box next to 'My outgoing server (SMTP) requires authentication' and select **Use same settings as my incoming mail server**.

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

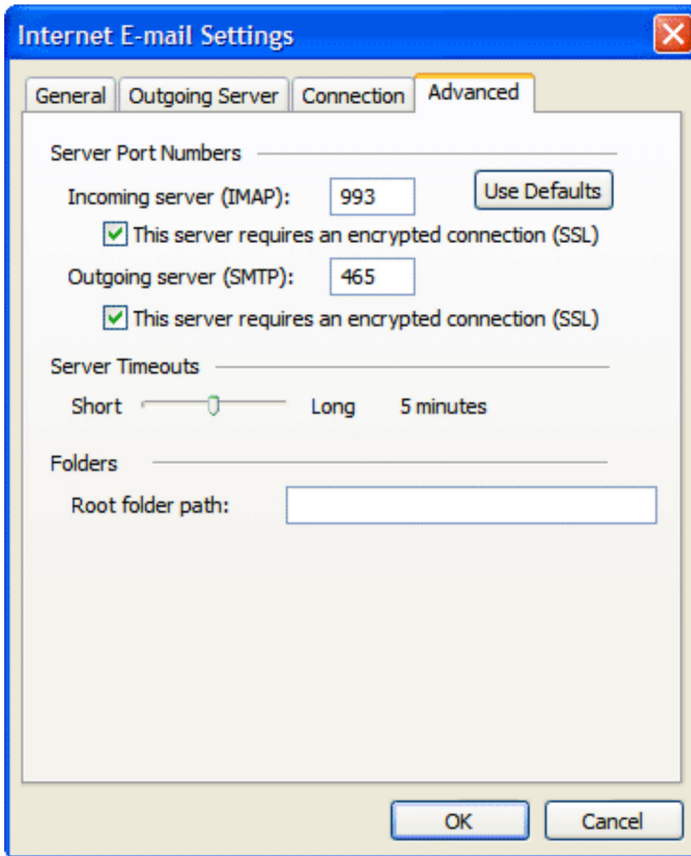
Log on using

User Name:
Password:

Remember password

Log on using Secure Password Authentication (SPA)

- Click the **Advanced** tab, and check the box next to 'This server requires an encrypted connection (SSL)' under **Incoming Server (IMAP)**. Also, enter 993 in the **Incoming server (IMAP)** box.



- Check the box next to 'This server requires an encrypted connection (SSL)' under **Outgoing Server (SMTP)**, and enter 465 in the **Outgoing server (SMTP)** box.
- Click **OK**.
- Click **Next**, and then click **Finish**.
- [Download the latest updates](#) for Outlook from Microsoft. This will help prevent the most common Outlook errors that Gmail users see.
- Check our [recommended client settings](#), and adjust your client's settings as needed.

Congratulations! You're done configuring your client to send and retrieve Gmail messages.

- IMAP:** IMAP (Internet message access protocol) lets you download messages from Gmail so you can access your mail with a program like Outlook Express or Apple Mail. IMAP syncs the actions you take in Outlook Express or Apple Mail with Gmail so if you read a message in your mail client, it'll be marked as read in Gmail.
- domain:** A domain is a name for an IP address and is more commonly recognized as a website or web address. For example, Google.com is a domain.
- mail server:** A mail server is a machine that sends and receives emails. Think of a mail server as a mailman who makes sure messages go to the right place.

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