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## Gmail

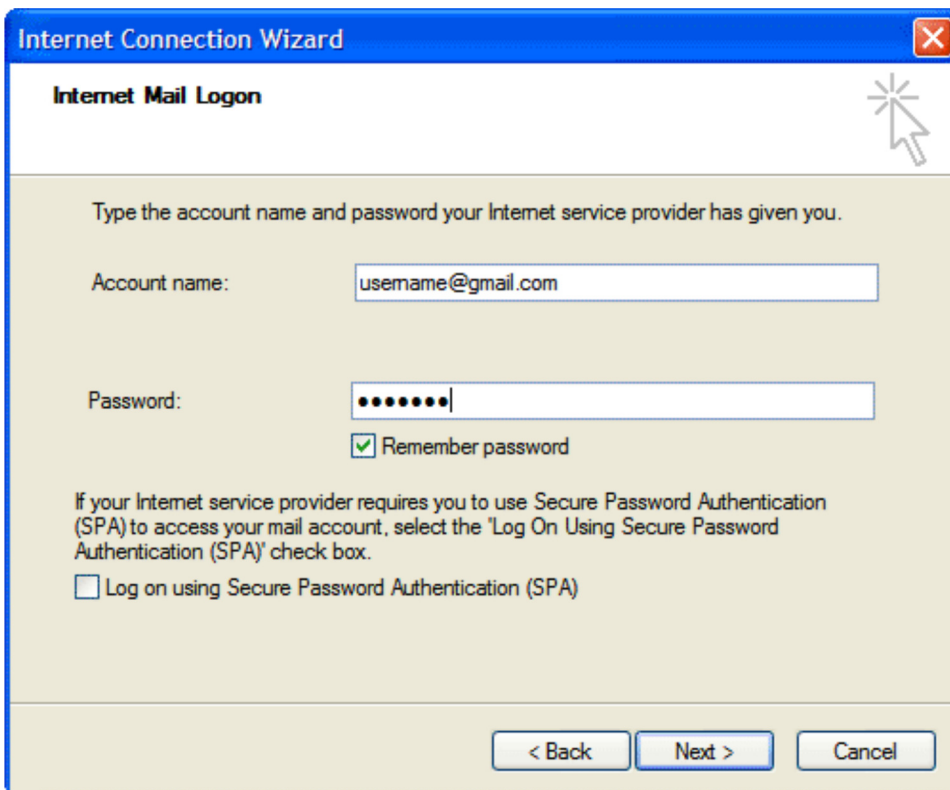
### Outlook Express

#### The Quick Answer

- Follow the instructions below to set up IMAP<sup>1</sup> access in Outlook Express.
- [Google Apps](#) users, please follow the default instructions unless otherwise noted, replacing 'your\_domain.com' with your actual domain<sup>2</sup> name.

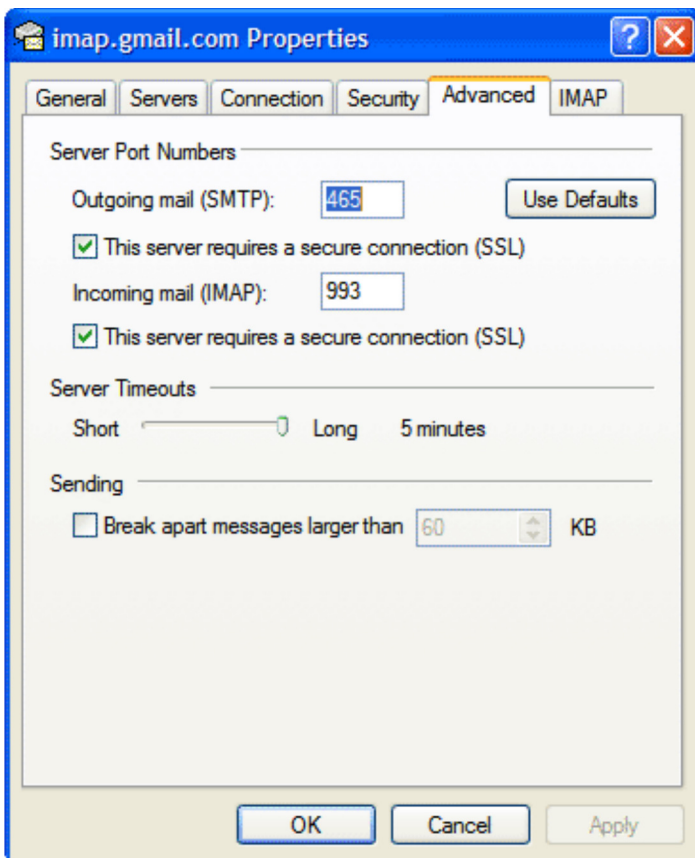
To set up your Outlook Express client to work with Gmail:

1. [Enable IMAP in Gmail](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook Express.
3. Click the **Tools** menu, and select **Accounts...**
4. Click **Add**, and then click **Mail...**
5. Enter your name in the 'Display name' field, and click **Next**.
6. Enter your full email address (username@gmail.com) in the 'Email address' field, and click **Next**. If you are a Google Apps user, enter your full address in the format 'username@your\_domain.com.'
7. For 'My incoming mail server<sup>3</sup> is a \_\_\_\_\_ server', please select **IMAP** in the drop-down menu.
8. Enter 'imap.gmail.com' in the 'Incoming mail (POP3, IMAP or HTTP) server' field. Enter 'smtp.gmail.com' in the 'Outgoing mail (SMTP) server' field.
9. Click **Next**.
10. Enter your full email address (including '@gmail.com' or '@your\_domain.com') in the 'Account name' field. Enter your password in the 'Password' field, and click **Next**.

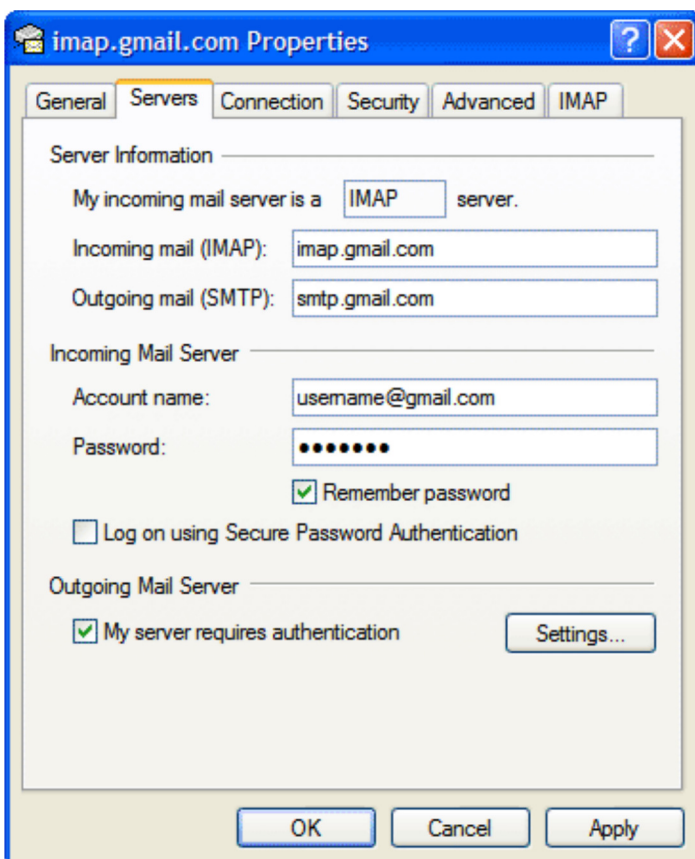


The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet Mail Logon". Below the heading is a mouse cursor icon. The instruction reads: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" containing "username@gmail.com" and "Password:" containing seven dots. Below the password field is a checked checkbox labeled "Remember password". A paragraph of text explains SPA: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." Below this is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom are three buttons: "< Back", "Next >", and "Cancel".

11. Click **Finish**.
12. Highlight **imap.gmail.com** under **Account**, and click **Properties**.
13. Click the **Advanced** tab.
14. Under **Outgoing Mail (SMTP)**, check the box next to 'This server requires a secure connection (SSL).'
15. Enter '465' in the 'Outgoing mail (SMTP)' field.
16. Under **Incoming mail (IMAP)**, check the box next to 'This server requires a secure connection (SSL)'. The port will change to '993'.



17. Click the **Servers** tab, and check the box next to 'My server requires authentication.'



18. Click **OK**.

19. 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.

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1. **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.
2. **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.
3. **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.

updated 09/21/2011

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