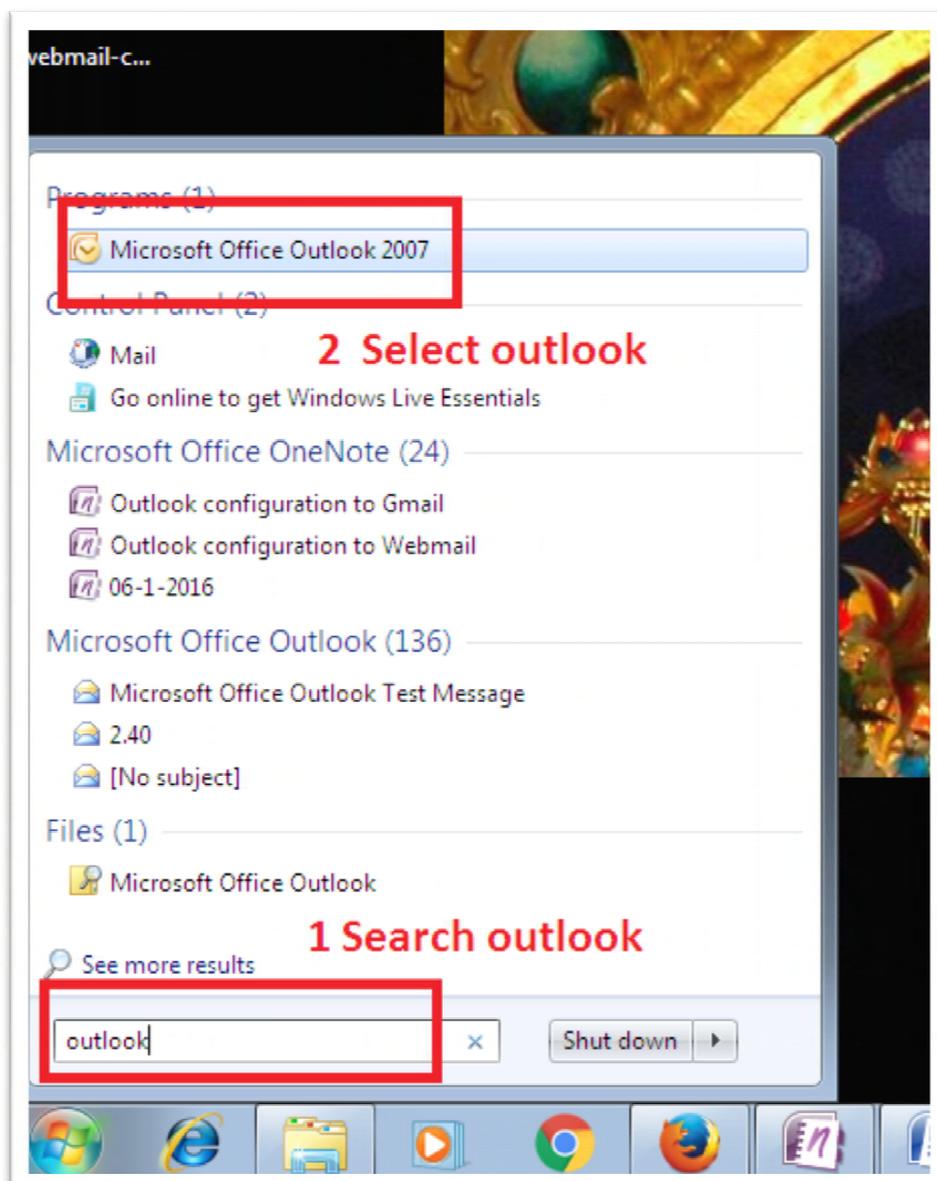


## Outlook 2007 Configuration for your gmail account

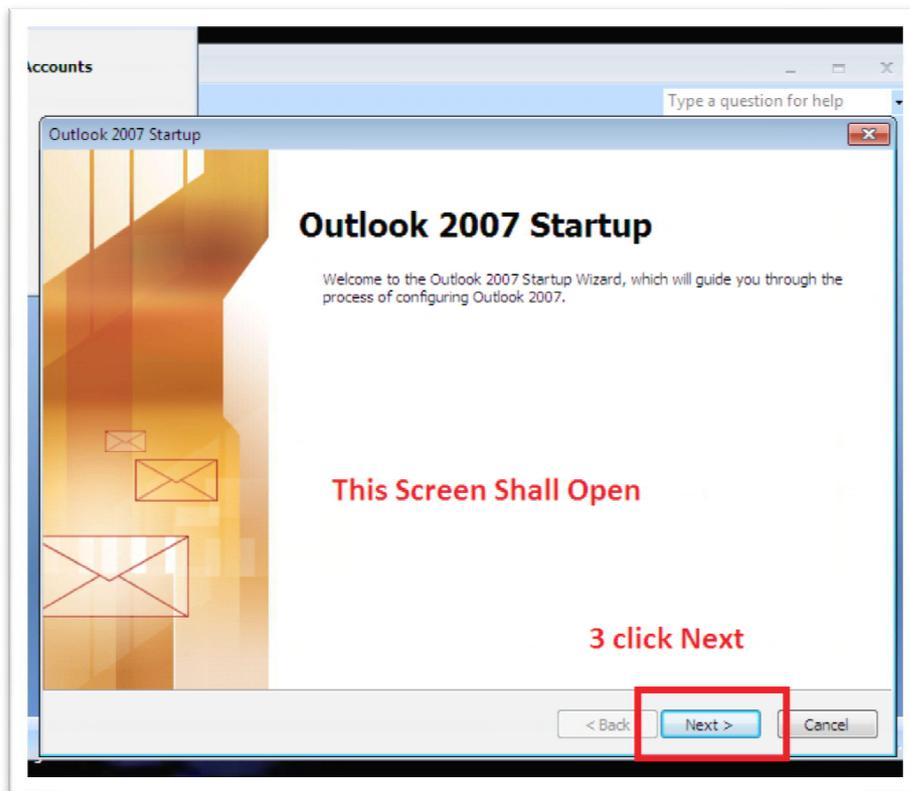
### Minimum requirement

- Gmail account and password
- Outlook setup install on your Computer

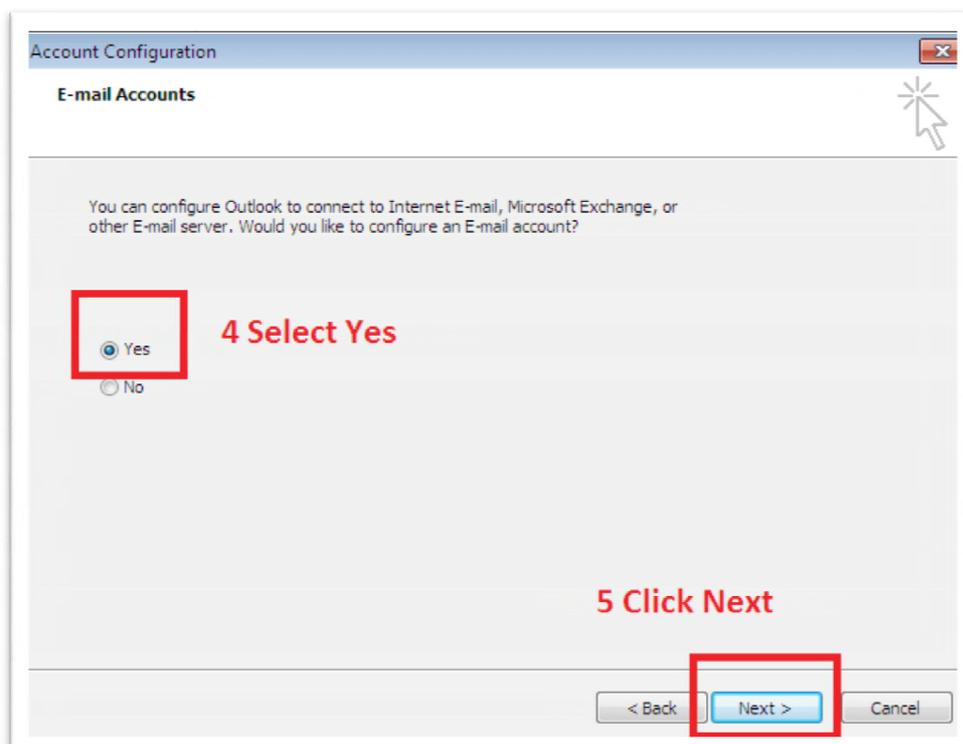
1) Search outlook in you pc and open it



2) Now Click Next



3) Select "yes" and click next



4) Below mention from shall display now enter your information

dd New E-mail Account

**Auto Account Setup**  
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name:  enter Name  
Example: Barbara Sankovic

E-mail Address:  Email id  
Example: barbara@contoso.com

Password:  password

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

Manually configure server settings or additional server types

< Back Next > Cancel

Click **Next**. If you are configuring Outlook 2007 automatically, you're done! Just click **Finish**.

If you are configuring Outlook 2007 manually, select **Internet E-mail** and click **Next**.

1. Verify your **User Information**, and enter the following additional information:

### **Server Information**

**Account Type:** POP3

**Incoming mail server:** pop.gmail.com (Google Apps users, enter the server names provided, don't add your domain name in these steps)

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

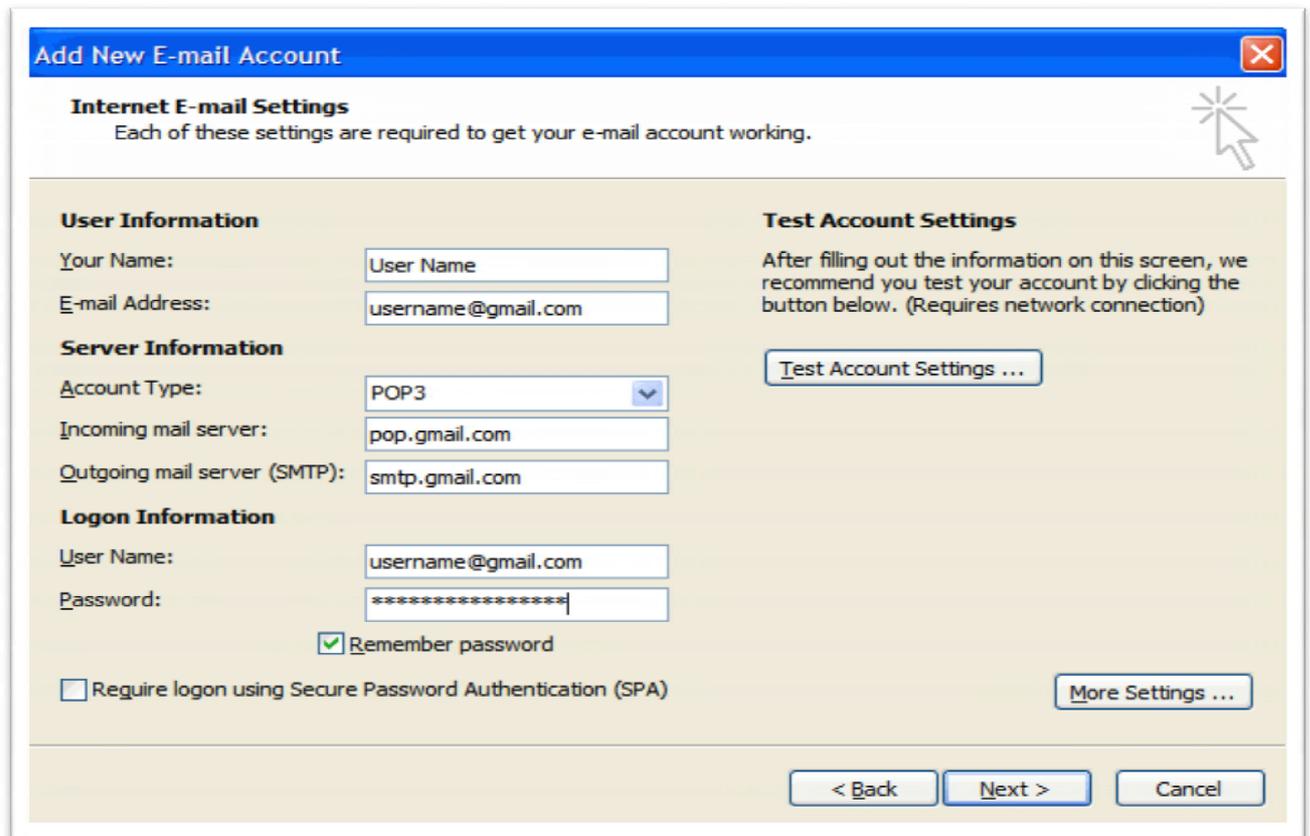
### **Logon Information**

**User Name:** Enter your Gmail username (including @gmail.com). Google Apps users, enter your full address in the format *username@your\_domain.com*

**Password:** Enter your email password.

**Require logon using Secure Password Authentication (SPA):** Leave this option unchecked.

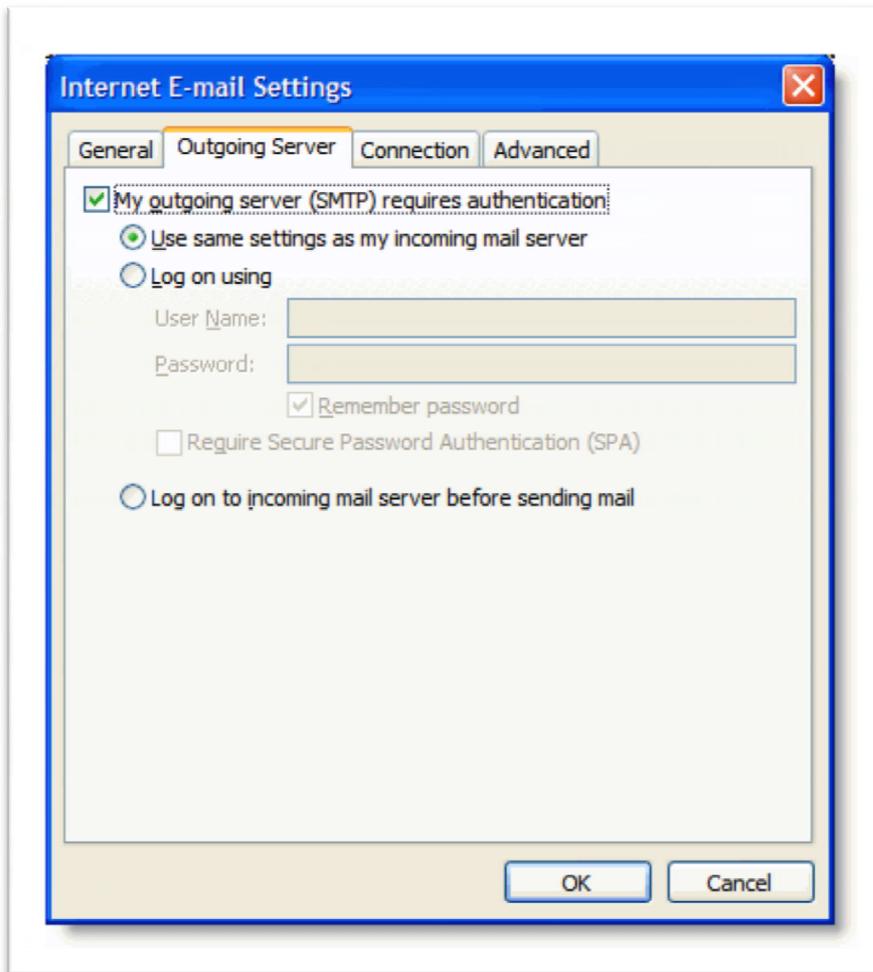
## 5) Enter all your Details



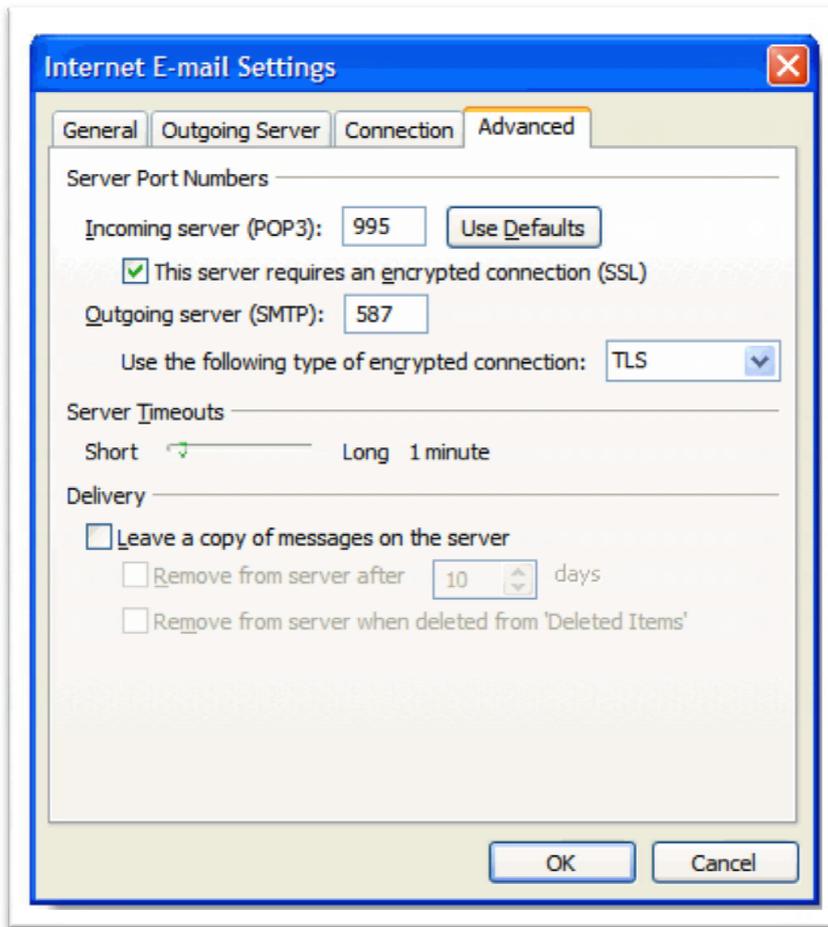
The screenshot shows a Windows-style dialog box titled "Add New E-mail Account". The main heading is "Internet E-mail Settings" with a sub-note: "Each of these settings are required to get your e-mail account working." The dialog is divided into several sections:

- User Information:** Includes fields for "Your Name" (containing "User Name") and "E-mail Address" (containing "username@gmail.com").
- Server Information:** Includes a dropdown for "Account Type" (set to "POP3"), and text boxes for "Incoming mail server" (containing "pop.gmail.com") and "Outgoing mail server (SMTP)" (containing "smtp.gmail.com").
- Logon Information:** Includes fields for "User Name" (containing "username@gmail.com") and "Password" (containing "\*\*\*\*\*"). There is a checked checkbox for "Remember password".
- Test Account Settings:** A section on the right with a note: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". It contains a "Test Account Settings ..." button.
- SPA Option:** A checkbox for "Require logon using Secure Password Authentication (SPA)" is currently unchecked.
- Buttons:** At the bottom are "< Back", "Next >", and "Cancel" buttons. A "More Settings ..." button is also present in the bottom right area.

1. Click the **More Settings...** button, and select the **Outgoing Server** tab.
2. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



1. Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3)**.
2. In the **Outgoing server (SMTP)** box, enter 587, and select **TLS** from the drop-down menu next to **Use the following type of encrypted connection:**.



1. Click **OK**.
2. Click **Test Account Settings...** After receiving 'Congratulations! All tests completed successfully', click **Close**.
3. Click **Next**, and then click **Finish**.

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