

Outlook 2003

1. Open Outlook.
2. Click the Tools menu, and select E-mail Accounts...
3. Click Add a new e-mail account, and click Next.
4. Choose IMAP as your server type by clicking the radio button, and click Next.
5. 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

Server Information

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

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

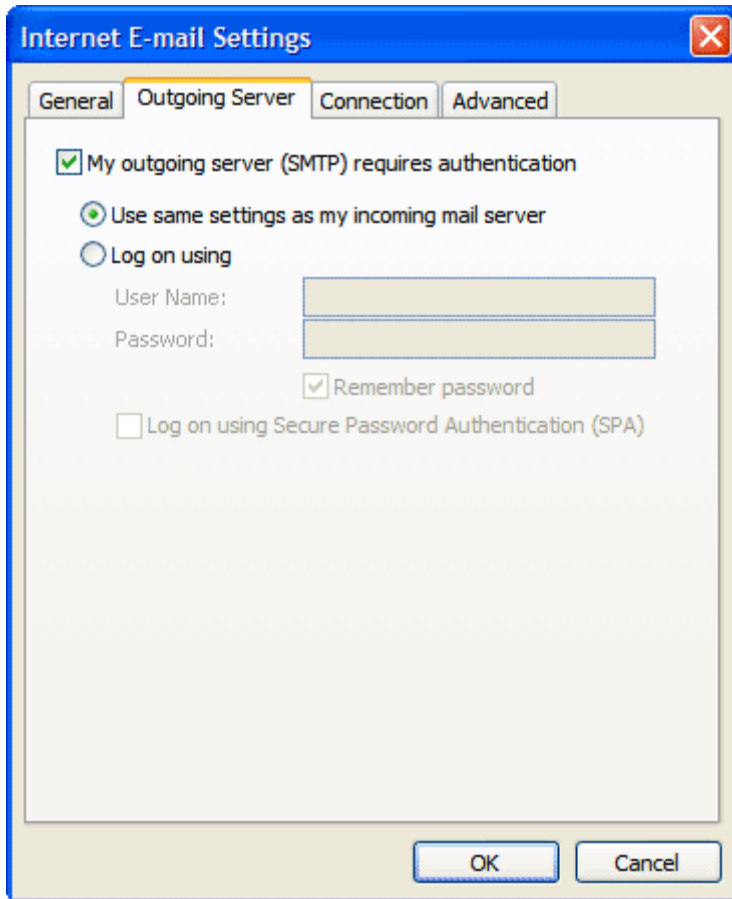
Login Information

User Name: Enter your username (your full e-mail address)

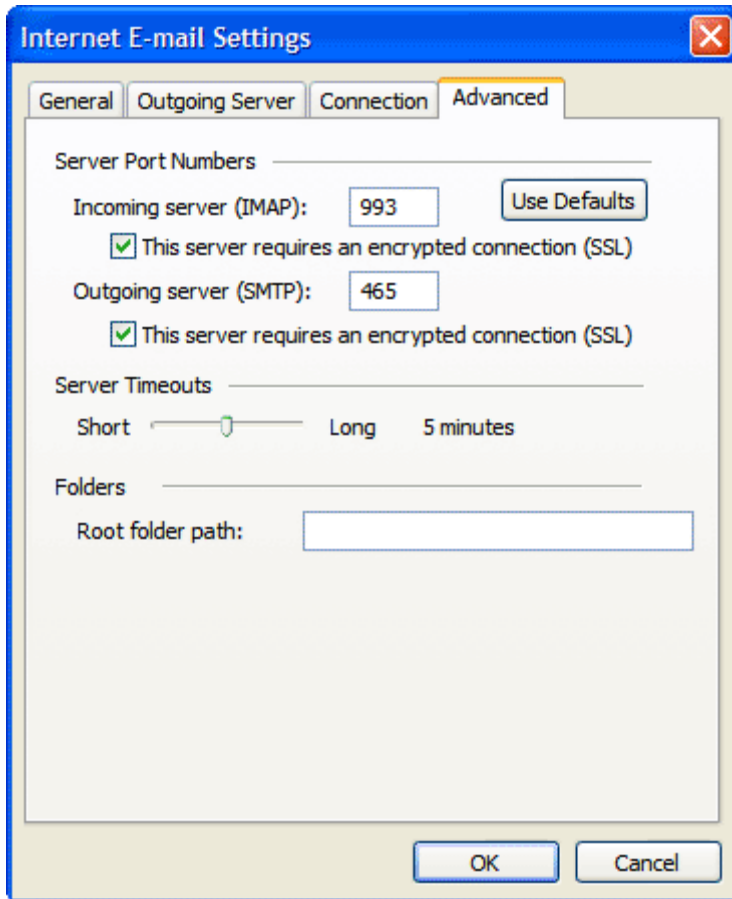
Password: Enter your password

The screenshot shows the 'E-mail Accounts' dialog box in Outlook 2003, specifically the 'Internet E-mail Settings (IMAP)' tab. The window title is 'E-mail Accounts' with a close button (X) in the top right corner. Below the title bar, there is a sub-header 'Internet E-mail Settings (IMAP)' and a note: 'Each of these settings are required to get your e-mail account working.' A mouse cursor is pointing at a star icon in the top right corner of the dialog. The main area is divided into three sections: 'User Information', 'Server Information', and 'Logon Information'. In the 'User Information' section, 'Your Name' is 'username' and 'E-mail Address' is 'username@gmail.com'. In the 'Server Information' section, 'Incoming mail server (IMAP)' is 'imap.gmail.com' and 'Outgoing mail server (SMTP)' is 'smtp.gmail.com'. In the 'Logon Information' section, 'User Name' is 'username@gmail.com' and 'Password' is masked with '*****'. There is a checked checkbox for 'Remember password' and an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. A 'More Settings ...' button is located at the bottom right of the main area. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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



8. Click the Advanced tab, and check the box next to This server requires an encrypted connection (SSL) under Incoming Server (IMAP).



9. 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.
 10. Click OK.
 11. Click Test Account Settings... After receiving Congratulations! All tests completed successfully, click Close.
 12. Click Next, and then click Finish.
 13. Download the latest updates for Outlook from Microsoft. This will help prevent the most common Outlook errors Gmail users see.
- Congratulations! You're done configuring your client to send and retrieve Gmail messages.