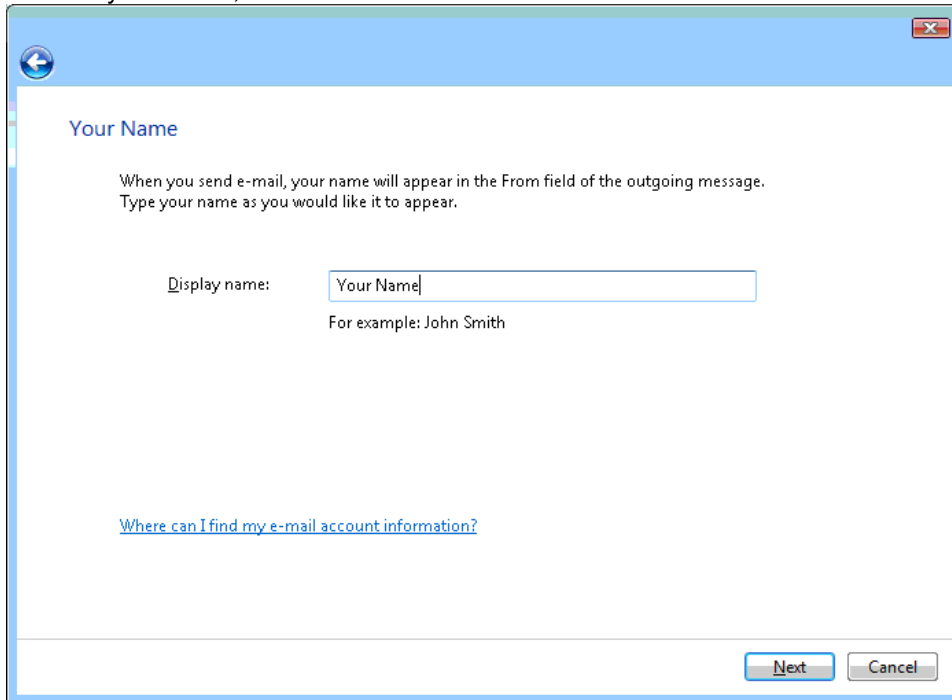


## Windows Mail – (Vista OS Only)

To set up your Windows Mail client to work with Gmail, just follow these steps:

1. Open Windows Mail. The wizard pops up if it's your first time using it; otherwise, simply click **Tools > Accounts > Add**.
2. Enter your name, then click **Next**.



The screenshot shows a window titled "Your Name" with a blue header bar. Below the header, there is a text box containing "Your Name". To the left of the text box is the label "Display name:". Below the text box, there is an example: "For example: John Smith". At the bottom right of the window, there are two buttons: "Next" and "Cancel".

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message.  
Type your name as you would like it to appear.

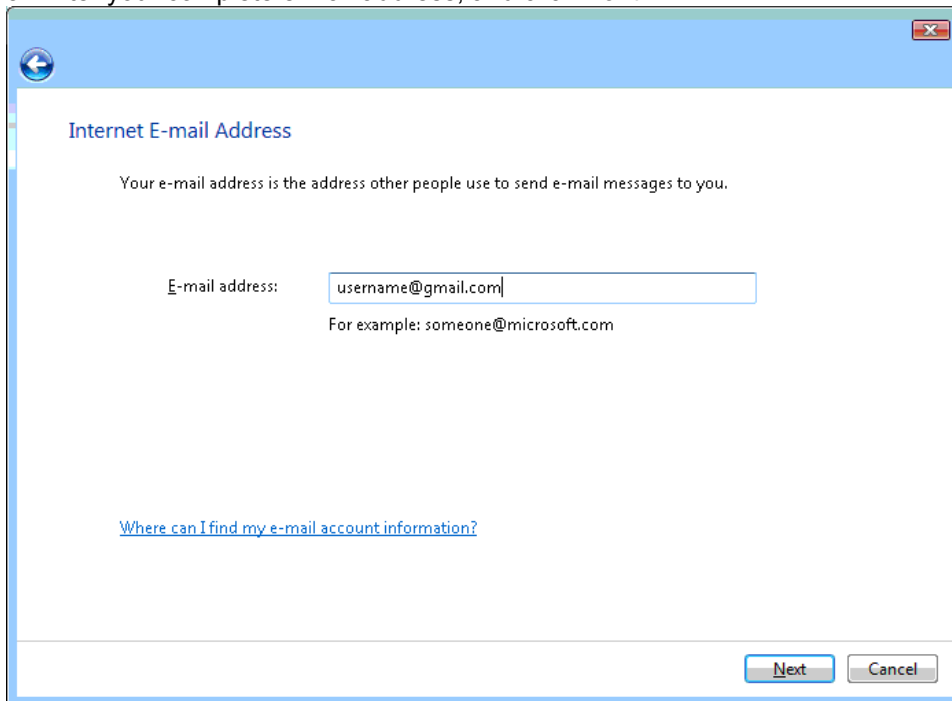
Display name:

For example: John Smith

[Where can I find my e-mail account information?](#)

Next Cancel

3. Enter your complete e-mail address, and click **Next**.



The screenshot shows a window titled "Internet E-mail Address" with a blue header bar. Below the header, there is a text box containing "username@gmail.com". To the left of the text box is the label "E-mail address:". Below the text box, there is an example: "For example: someone@microsoft.com". At the bottom right of the window, there are two buttons: "Next" and "Cancel".

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

[Where can I find my e-mail account information?](#)

Next Cancel

4. Choose **IMAP** input given servers, and check 'Outgoing server requires authentication'; click **Next**.

Set up e-mail servers

Incoming e-mail server type:  
IMAP

Incoming mail (POP3 or IMAP) server:  
imap.gmail.com

Outgoing e-mail server (SMTP) name:  
smtp.gmail.com

Outgoing server requires authentication

[Where can I find my e-mail server information?](#)

Next Cancel

5. Enter your full e-mail address and password, and click **Next**.

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

E-mail username: username@gmail.com

Password: ●●●●●●

Remember password

Next Cancel

6. Click through (the checkbox is optional), then click **Finish**.

7. Select **Tools > Accounts > IMAP** account, then select **Properties > Advanced**.

- Enter given port numbers, check both secure connection boxes, and click **Apply**.
- Click **Close**.

