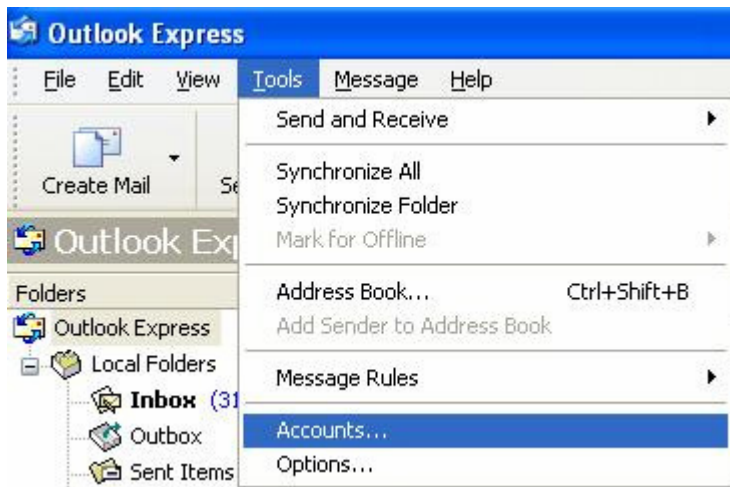


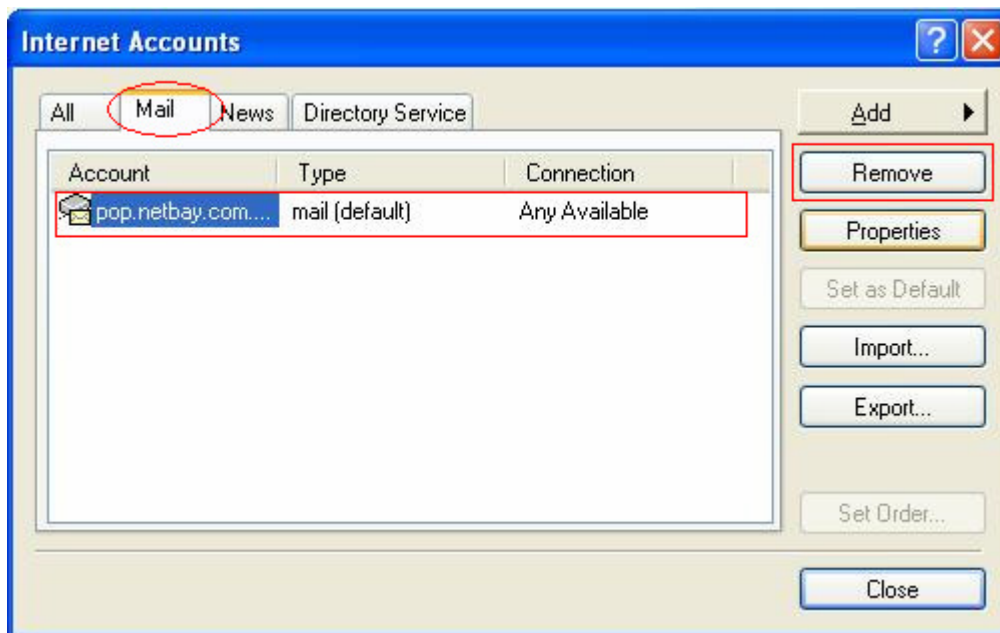


Email setup: Gmail for Outlook Express

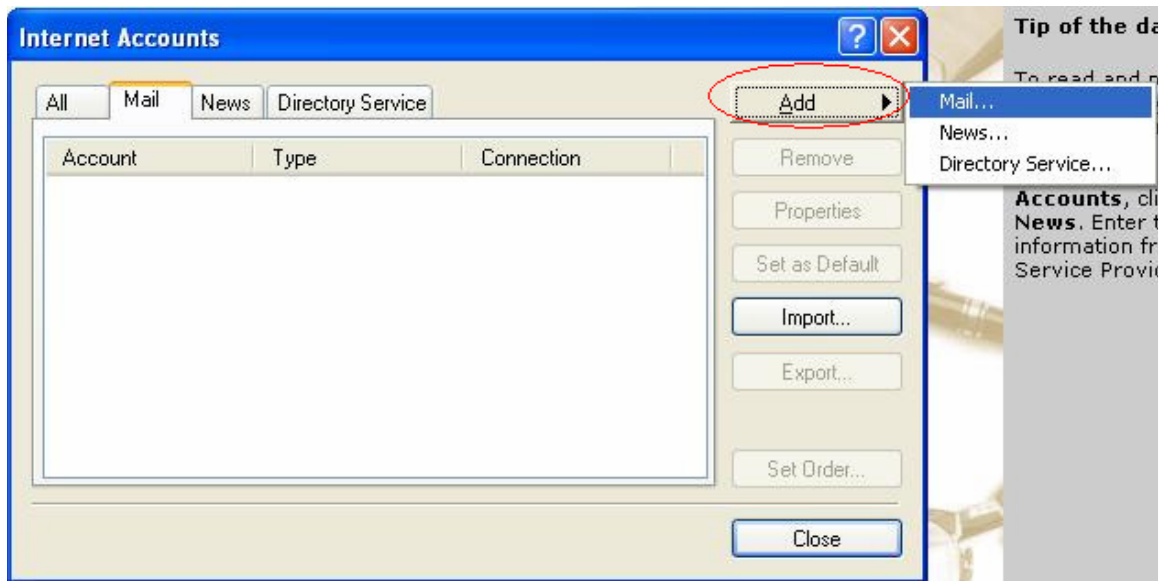
1. Open **Outlook Express**, click on **Tools – E-mail Accounts**



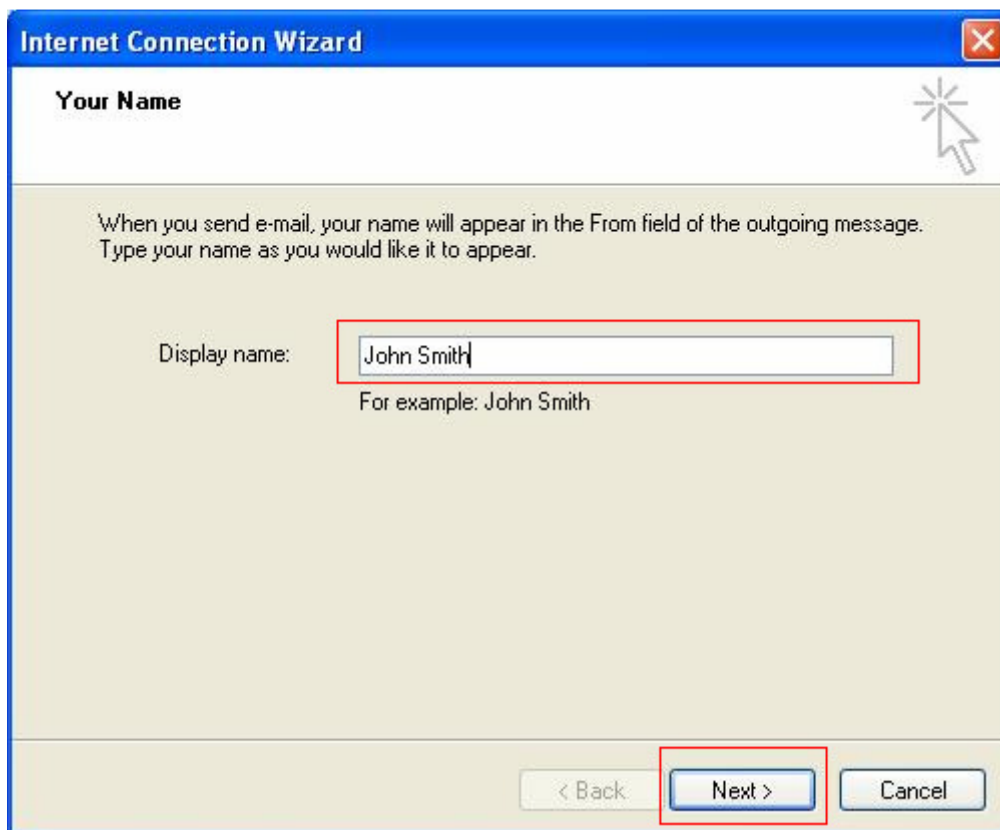
2. Click **Mail** Tab > Remove duplicate Email Account settings (if any exist)



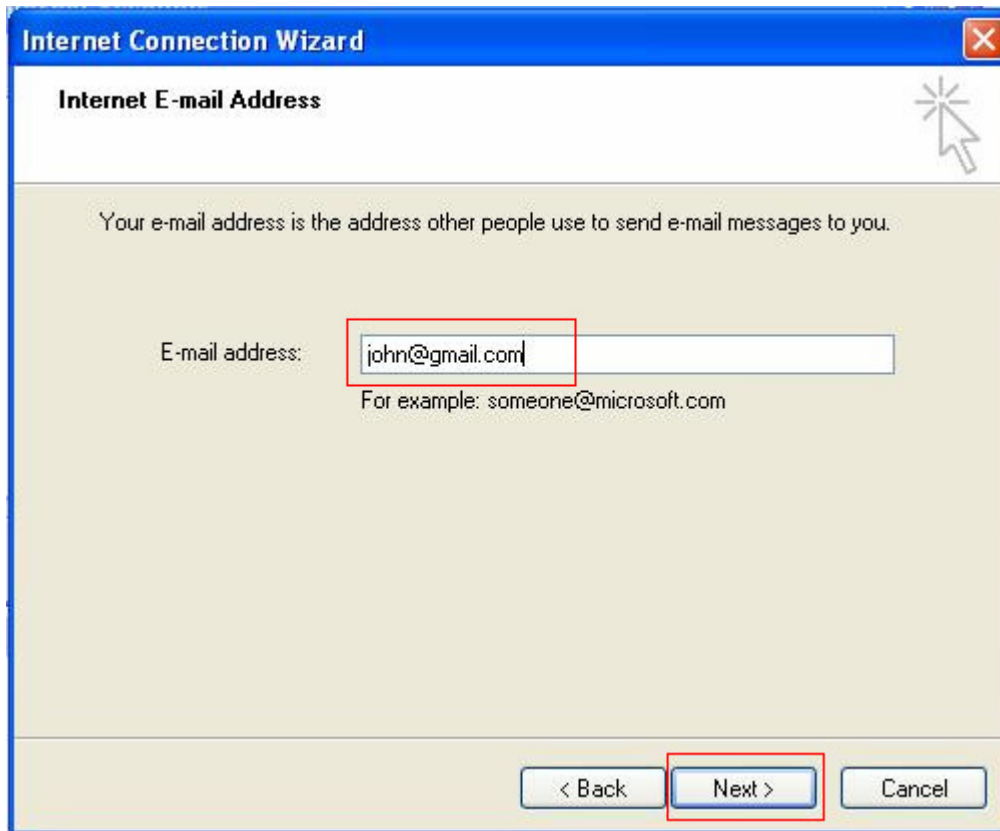
3. Click **Add**, Select **Mail**



1. Enter your name, click **Next**



4. Enter your full Gmail email address, Click **Next**



5. Enter settings as per the screen below, and note that:
 - a. Incoming mail server type: POP3
 - b. Incoming mail server: pop.gmail.com
 - c. Outgoing mail server: smtp.gmail.com

Click **Next** when done.

The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window has a blue title bar with the text 'Internet Connection Wizard' and a close button (X) in the top right corner. Below the title bar, the text 'E-mail Server Names' is displayed. The main area contains the following fields and text:

- 'My incoming mail server is a server.' (The dropdown menu is highlighted with a red box.)
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'pop.gmail.com' (The text box is highlighted with a red box.)
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'smtp.gmail.com' (The text box is highlighted with a red box.)

At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red box.

6. Enter settings as per the screen below, and note that:
 - a. Account name: your full Gmail email address
 - b. Password: your Gmail password

Click **Next** when done.

Internet Connection Wizard

Internet Mail Logon

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

Account name: john@gmail.com

Password: ●●●●●●●●

Remember password

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.

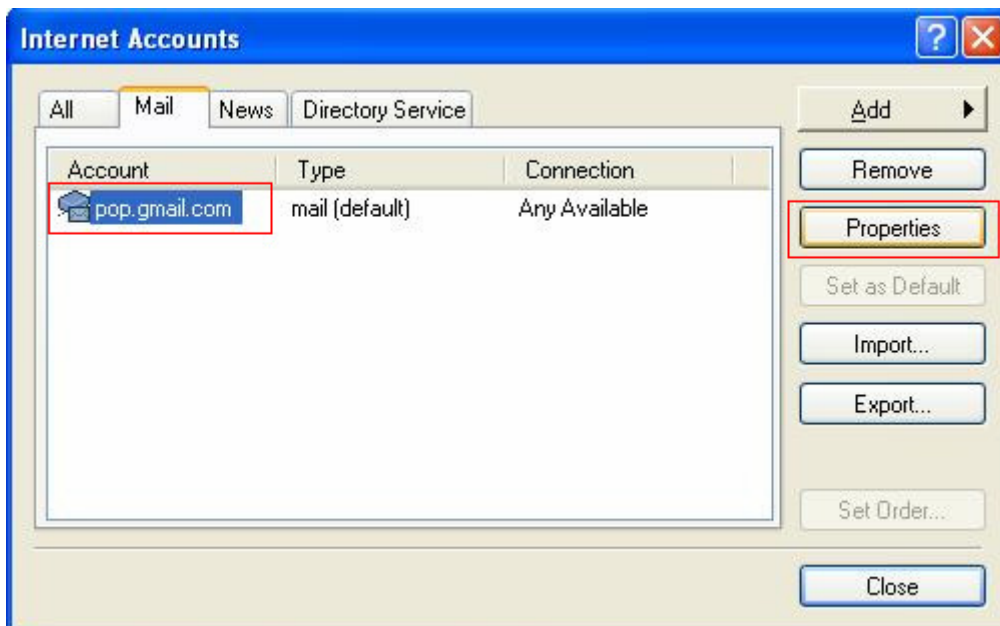
Log on using Secure Password Authentication (SPA)

< Back Next > Cancel

7. Click **Finish** to complete

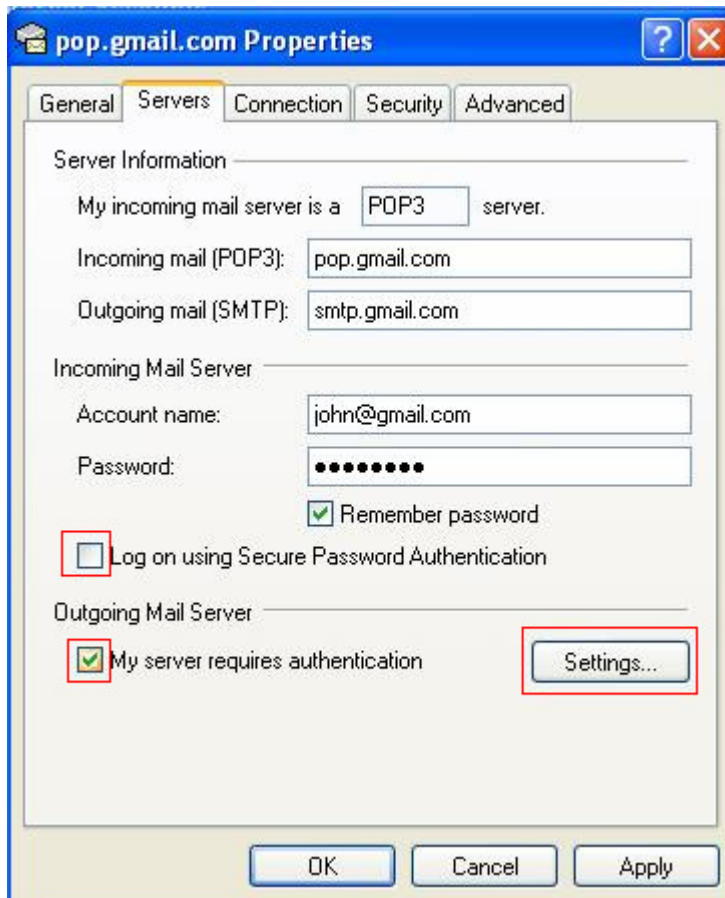


2. Left-click on the Account name once, and click on **Properties**

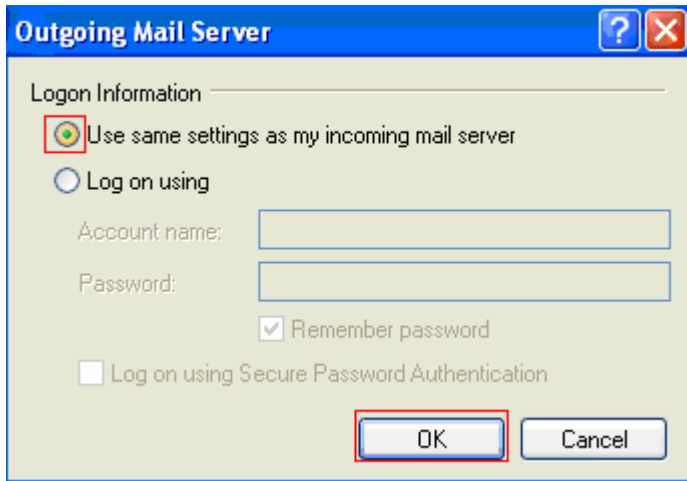


8. Click on the **Servers** tab, enter settings as per the screen below, and note that:
 - a. Incoming mail server: pop.gmail.com
 - b. Outgoing mail server: smtp.gmail.com
 - c. Account name: your Gmail email address. e.g. john@gmail.com
 - d. Tick box beside My server requires authentication

Click on **Settings** when done.

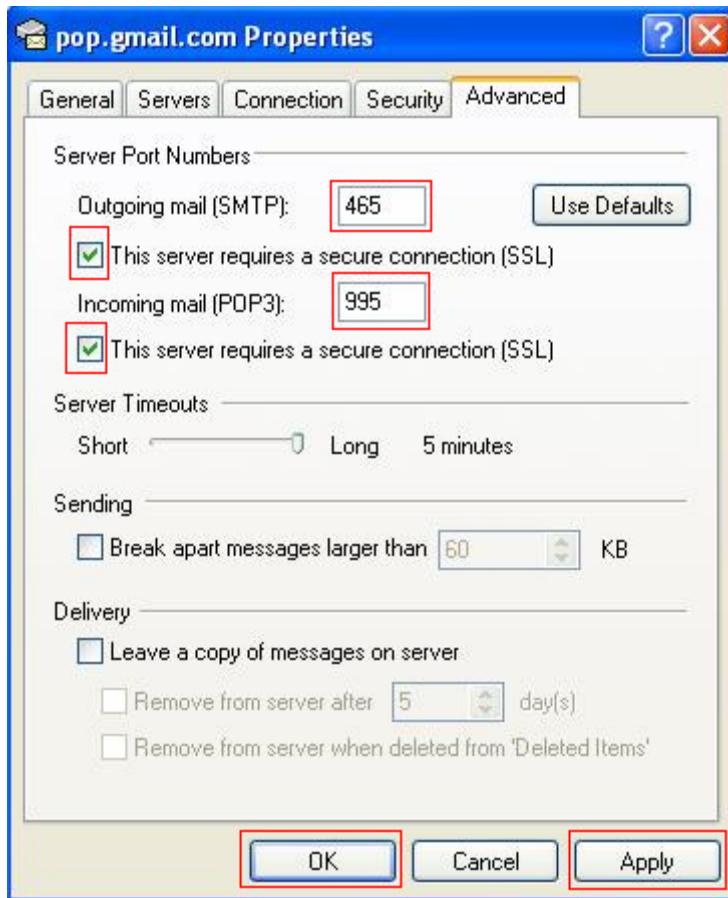


9. Select **Use same settings as my incoming mail server**, click **OK**



10. Click on the Advanced tab, enter settings as per the screen below, and note that:
 - a. Outgoing mail port: 465 (SSL ticked)
 - b. Incoming mail port: 995 (SSL ticked)

Click Apply, then OK



11. You have successfully set up Gmail on Outlook Express!