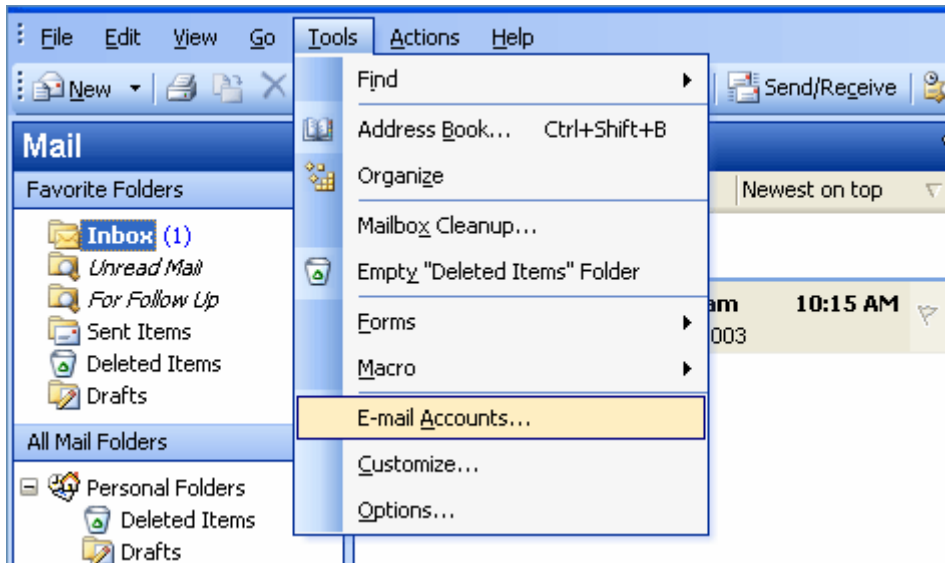


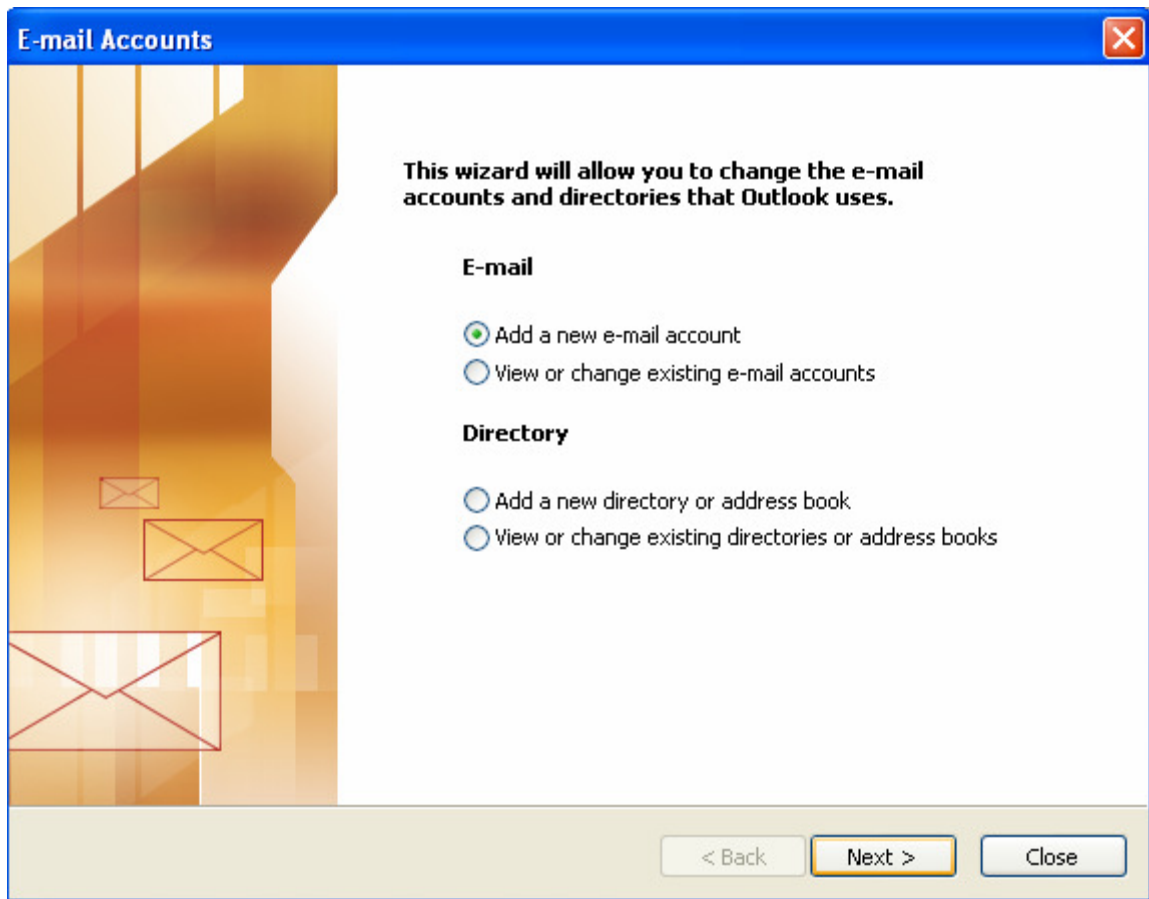


Email setup: Gmail for Microsoft Outlook 2003

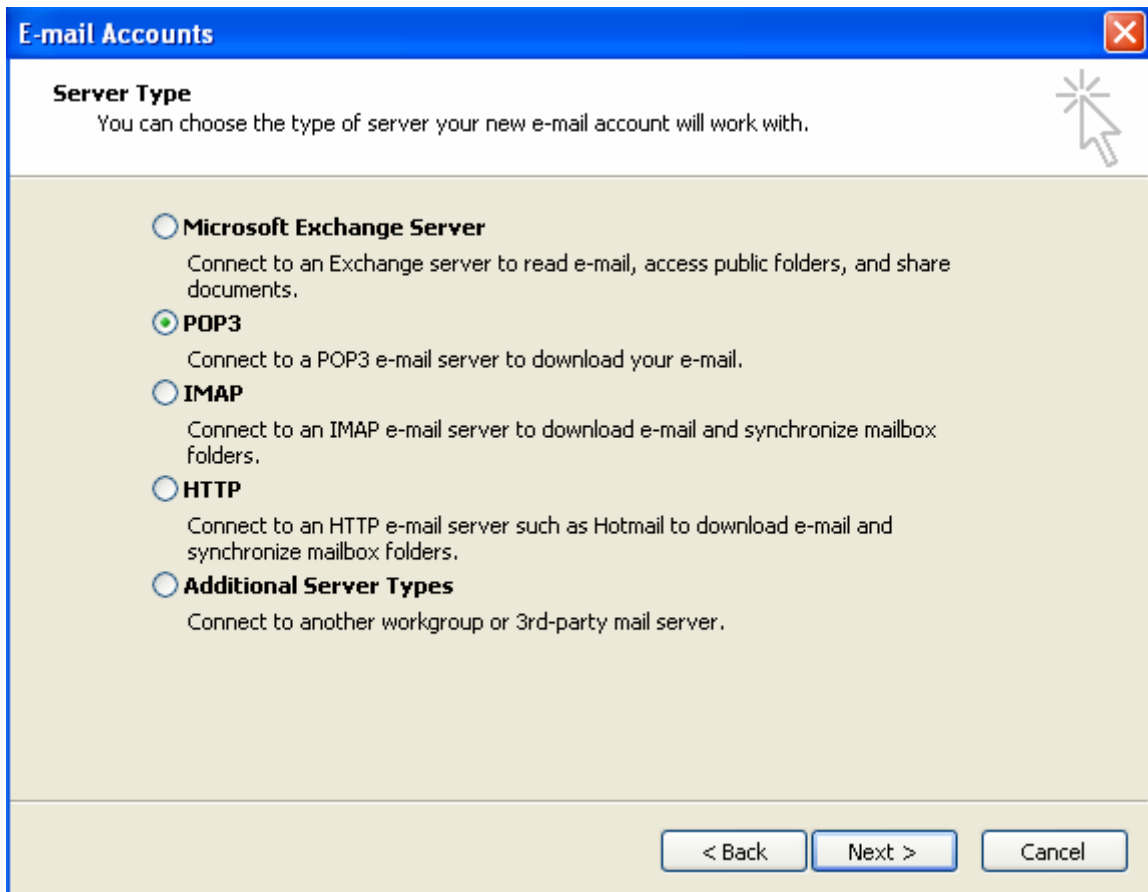
1. Open Outlook 2003, click on **Tools – E-mail Accounts**



2. Select **Add a new e-mail account**, then **Next**



3. Select **POP3**, click **Next**



4. Enter settings as per the screen below, and note that:
 - a. E-mail Address: your full Gmail email address e.g. john@gmail.com
 - b. Incoming mail server: pop.gmail.com
 - c. Outgoing mail server: smtp.gmail.com
 - d. User Name: your full Gmail email address e.g. john@gmail.com

Click **More Settings** when done.

E-mail Accounts

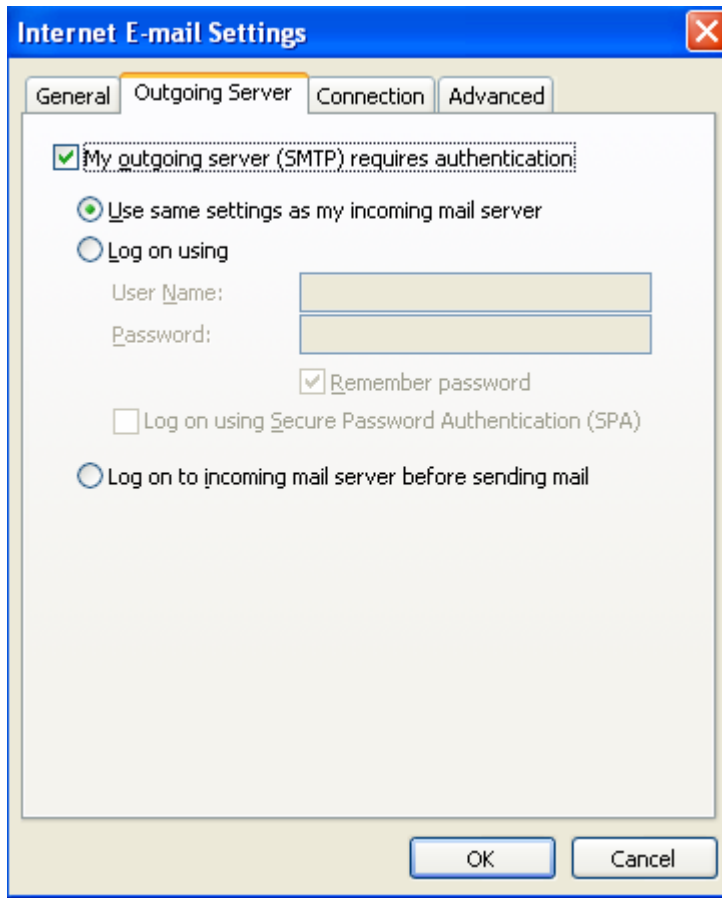
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="John"/>	Incoming mail server (POP3): <input type="text" value="pop.gmail.com"/>
E-mail Address: <input type="text" value="john@gmail.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.gmail.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="john@gmail.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

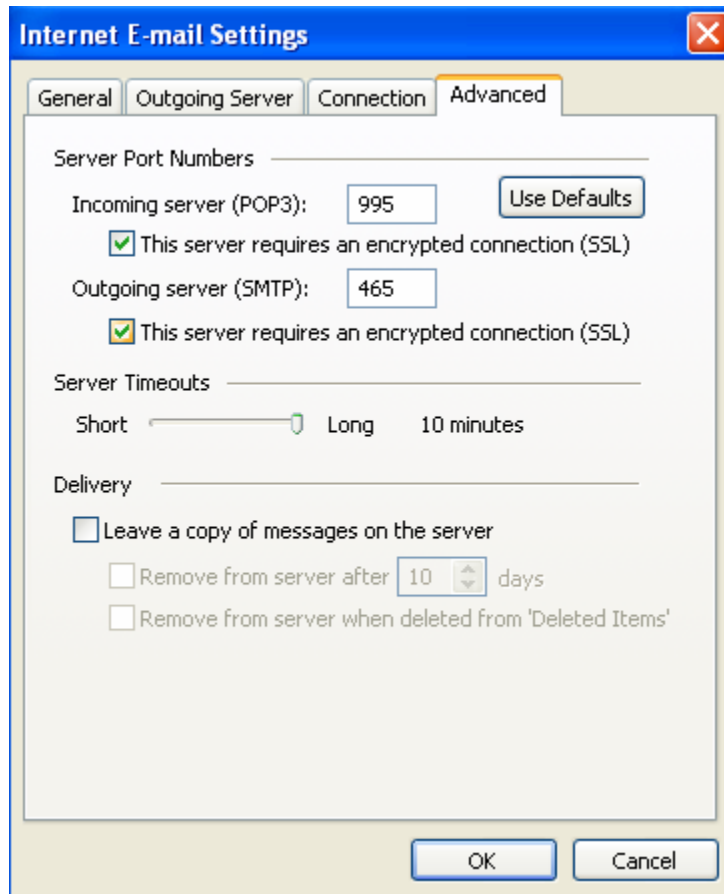
5. Click on the Outgoing Server tab, tick the box beside **My outgoing server (SMTP) requires authentication.**

Make sure your settings look like the below screen capture before clicking on the **Advanced** tab.



6. Make sure the settings match the screen capture below, note that:
 - a. Incoming port is 995 (SSL box ticked)
 - b. Outgoing port is 465 (SSL box ticked)
 - c. Server Timeouts to more than 5 minutes

Click on OK, Next and Finish.



7. You have successfully set up your Gmail account on Microsoft Outlook 2003!