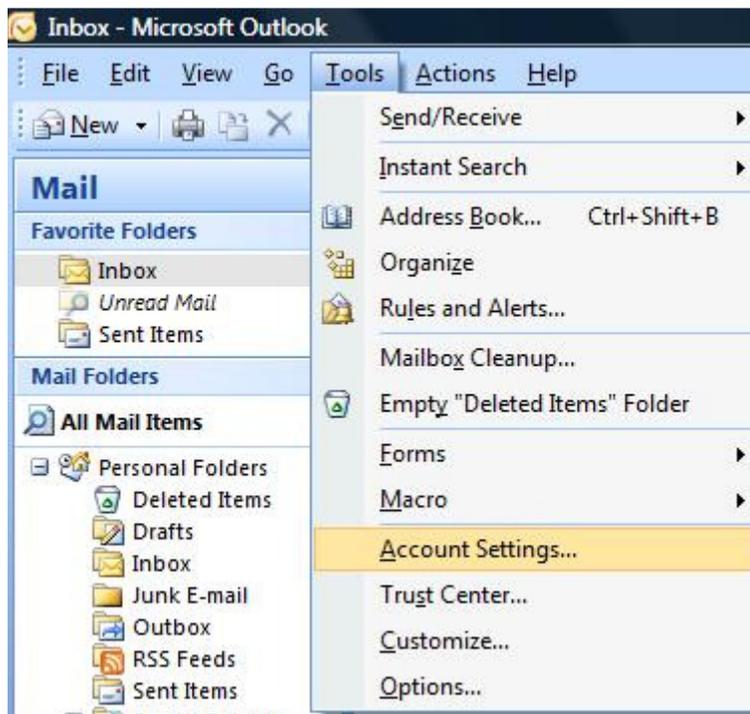


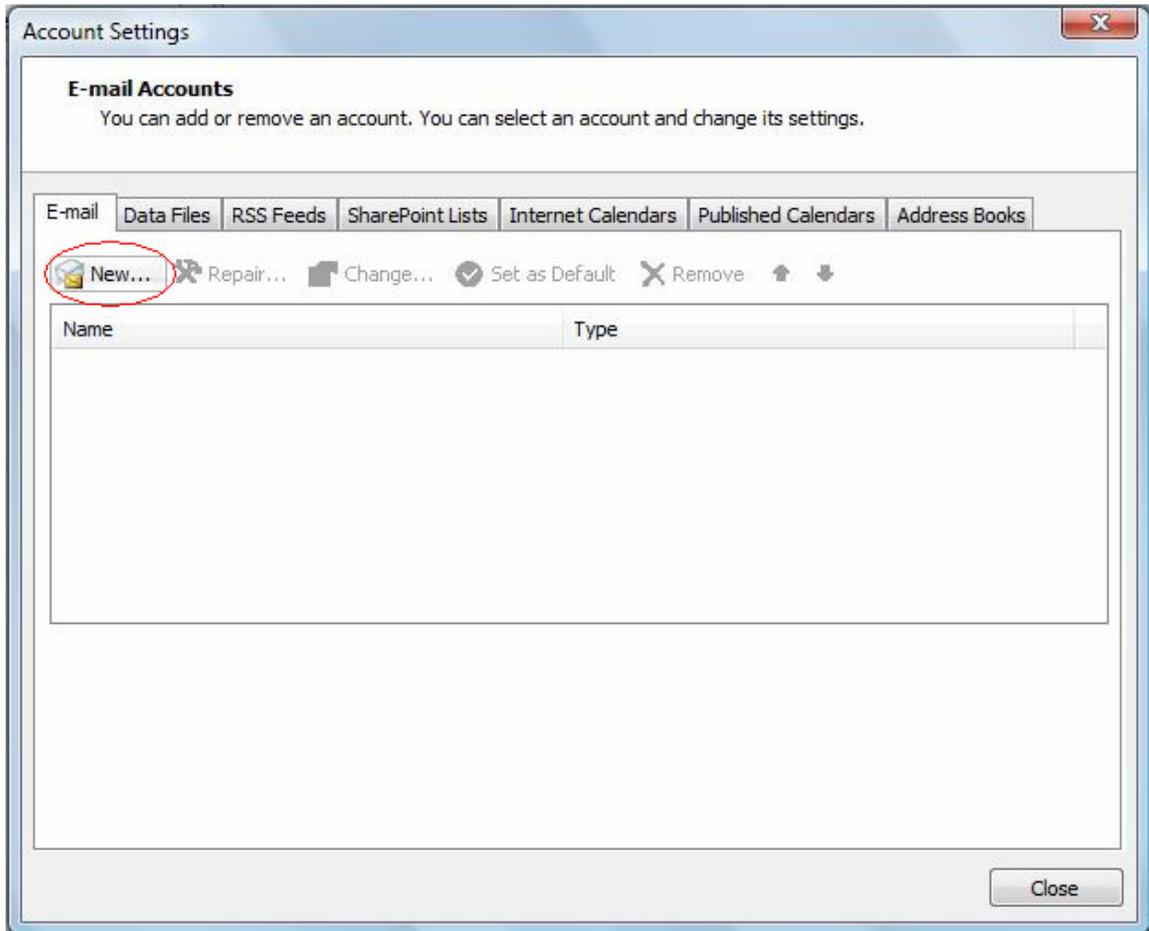


## Email setup: Gmail for Microsoft Outlook 2007

1. Open Outlook 2007, click on **Tools – Account Settings**



2. Click on the **E-mail** tab, then **New**



3. Tick checkbox beside **Manually configure server settings or additional server types**, click **Next**

Add New E-mail Account

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

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

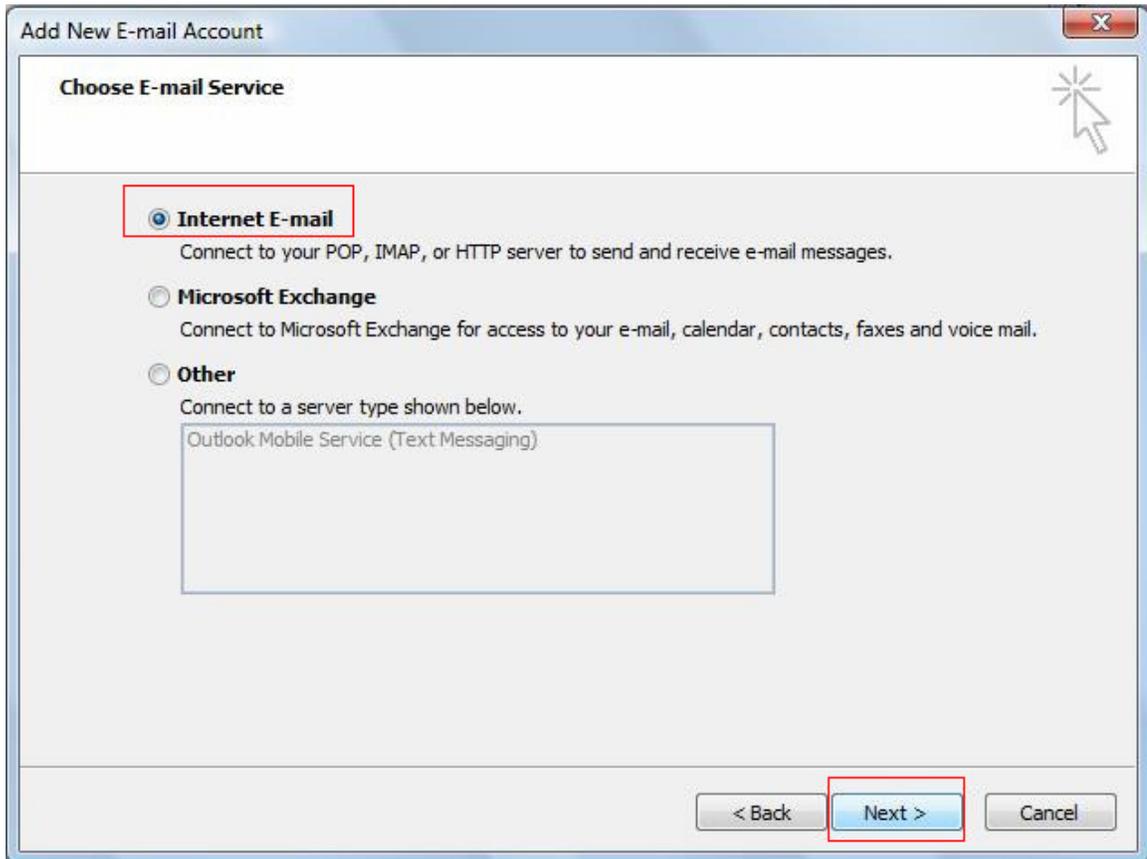
Password:

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

Manually configure server settings or additional server types

< Back   **Next >**   Cancel

**4. In the Add New E-mail Account window, select Internet E-mail, click Next**



5. 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. Account Type is POP3
  - c. Incoming mail server: pop.gmail.com
  - d. Outgoing mail server: smtp.gmail.com
  - e. User Name: your full Gmail email address e.g. [john@gmail.com](mailto:john@gmail.com)
  - f. Password: your Gmail password

Click **More Settings** when done.

**Add New E-mail Account**

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

**User Information**  
Your Name: John Smith  
E-mail Address: john@gmail.com

**Server Information**  
Account Type: POP3  
Incoming mail server: pop.gmail.com  
Outgoing mail server (SMTP): smtp.gmail.com

**Logon Information**  
User Name: john@gmail.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

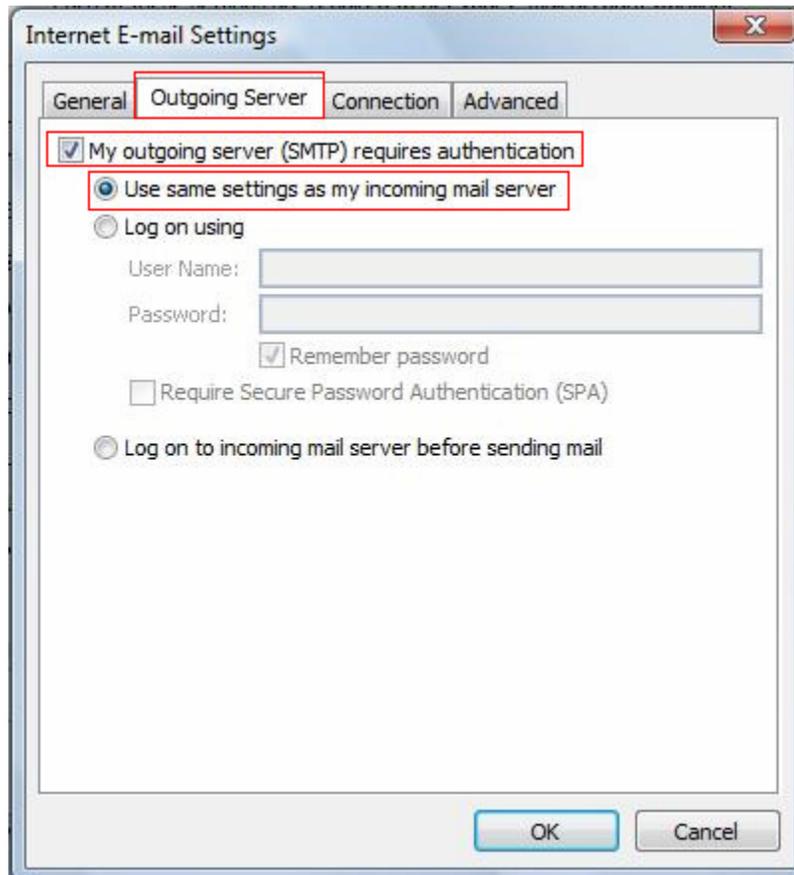
**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

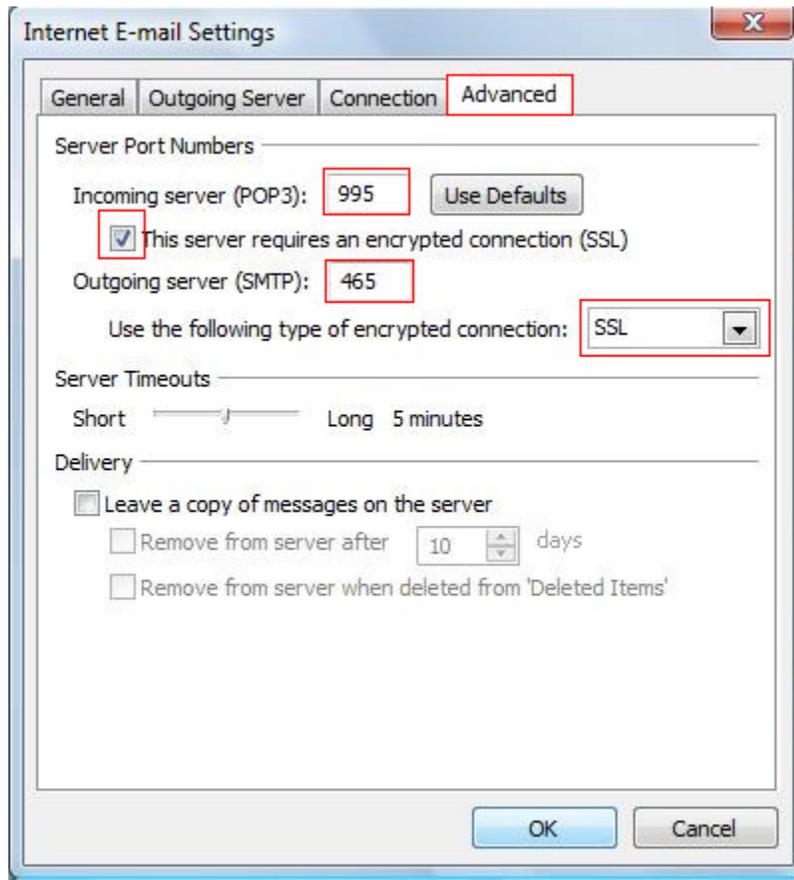
6. Click on the Outgoing Server tab, tick the box beside **My outgoing server (SMTP) requires authentication**.

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



7. Make sure the settings match the screen capture below, note that:
  - a. Incoming port is 995 (SSL box ticked)
  - b. Outgoing port is 465 (Use the following type of encrypted connection: SSL)

Click on OK, Next and Finish.



8. You have successfully set up your Gmail account on Microsoft Outlook 2007!