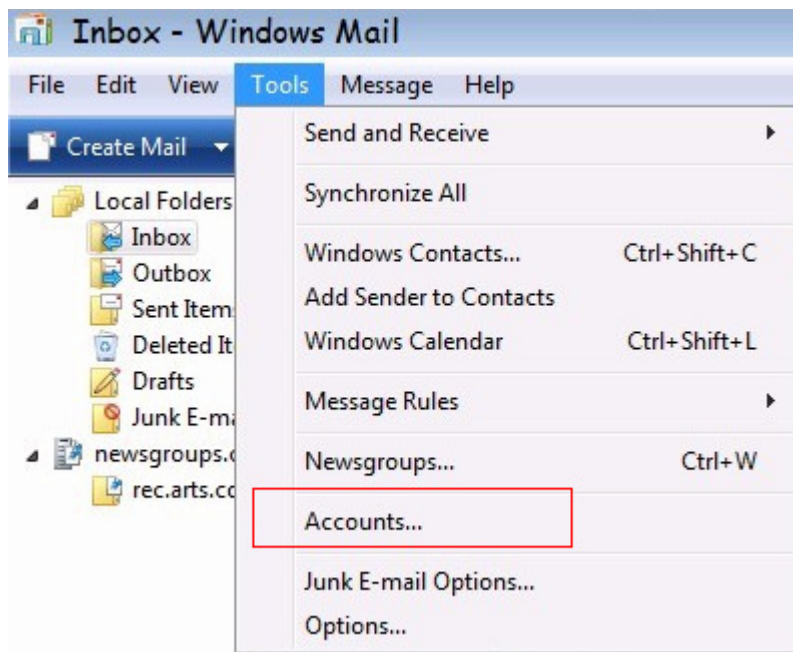


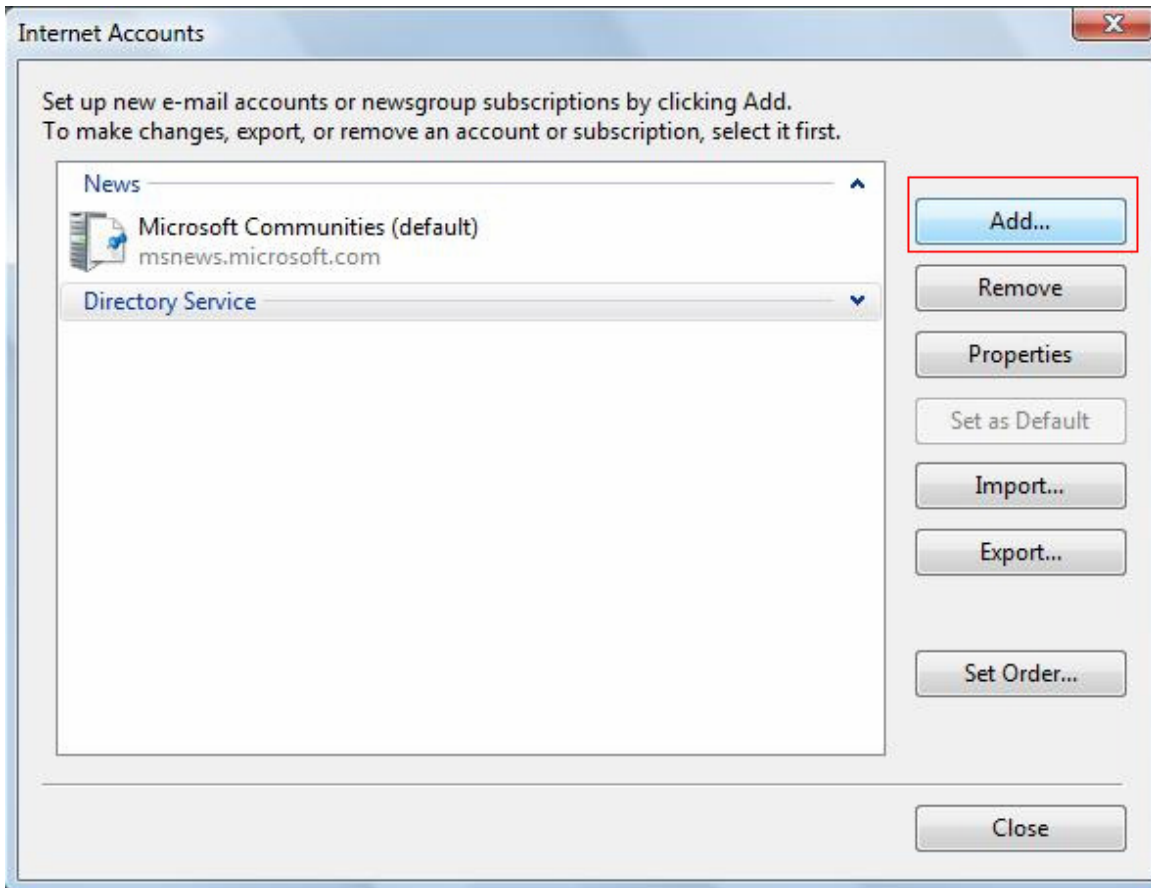


## Email setup: Gmail for Windows Mail

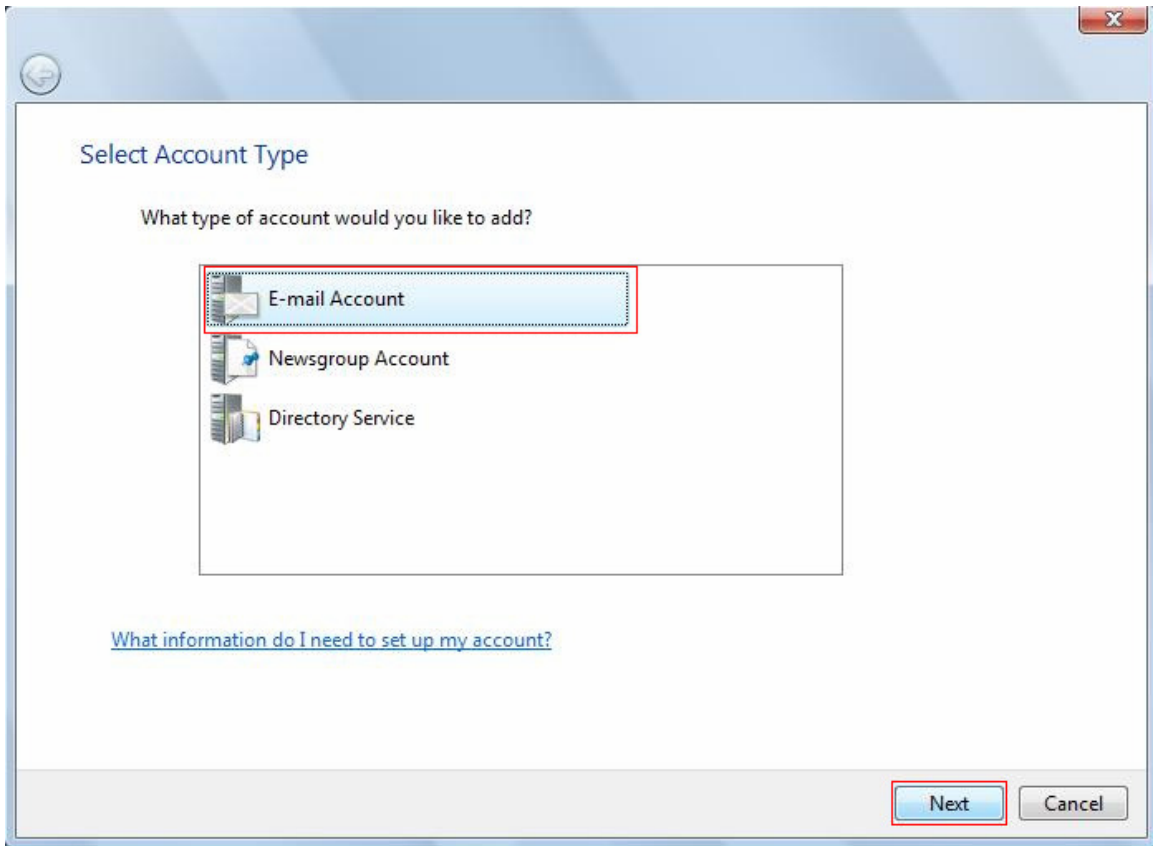
1. Open up Windows Mail, click on **Tools – Accounts**



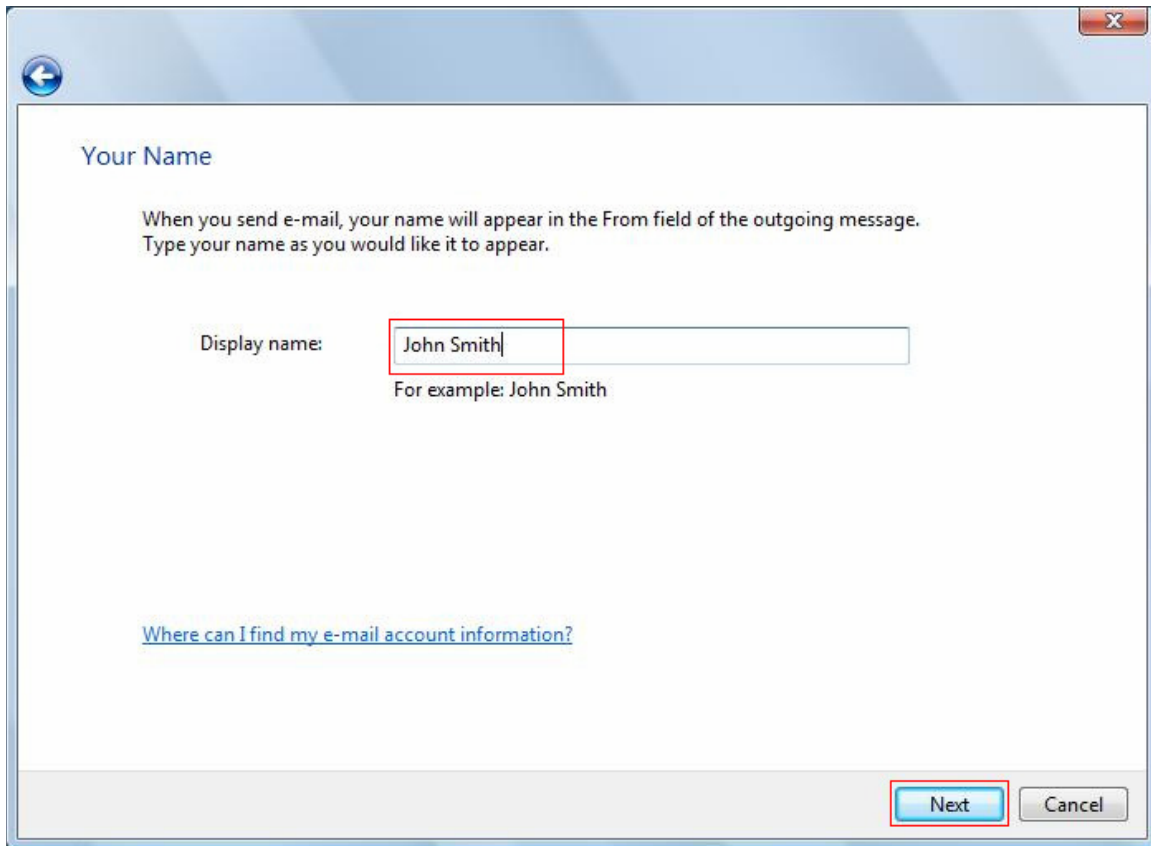
## 2. Click on **Add**



### 3. Select **E-mail Account** and Click **Next**



4. Enter your full name in the **Display name** text box and click **Next**.



The screenshot shows a dialog box titled "Your Name" with a blue header bar containing a back arrow icon and a close button. The main content area has the title "Your Name" and the following text: "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." Below this is a text input field labeled "Display name:" containing the text "John Smith". A red box highlights the input field. Below the field is the text "For example: John Smith". At the bottom of the dialog, there is a blue hyperlink: "[Where can I find my e-mail account information?](#)". In the bottom right corner, there are two buttons: "Next" (highlighted with a red box) and "Cancel".

5. Enter your full Gmail email address and click **Next**.

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

6. Enter settings as per the screen below, and note that:
  - a. Incoming server type: POP3
  - b. Incoming mail server: pop.gmail.com
  - c. Outgoing mail server: smtp.gmail.com
  - d. Tick the box beside Outgoing server requires authentication

Click **Next** when done.

The screenshot shows a dialog box titled "Set up e-mail servers" with a back arrow in the top left and a close button in the top right. The main content area contains the following elements:

- Incoming e-mail server type:** A dropdown menu with "POP3" selected.
- Incoming mail (POP3 or IMAP) server:** A text input field containing "pop.gmail.com".
- Outgoing e-mail server (SMTP) name:** A text input field containing "smtp.gmail.com".
- Outgoing server requires authentication:** A checkbox that is checked.
- [Where can I find my e-mail server information?](#)

At the bottom right, there are two buttons: "Next" and "Cancel". The "Next" button is highlighted with a red rectangular box.

7. Enter settings as per the screen below, and note that:
  - a. E-mail username: your full Gmail email address e.g. john@gmail.com
  - b. Password: your Gmail password

Click **Next** when done.

Internet Mail Logon

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

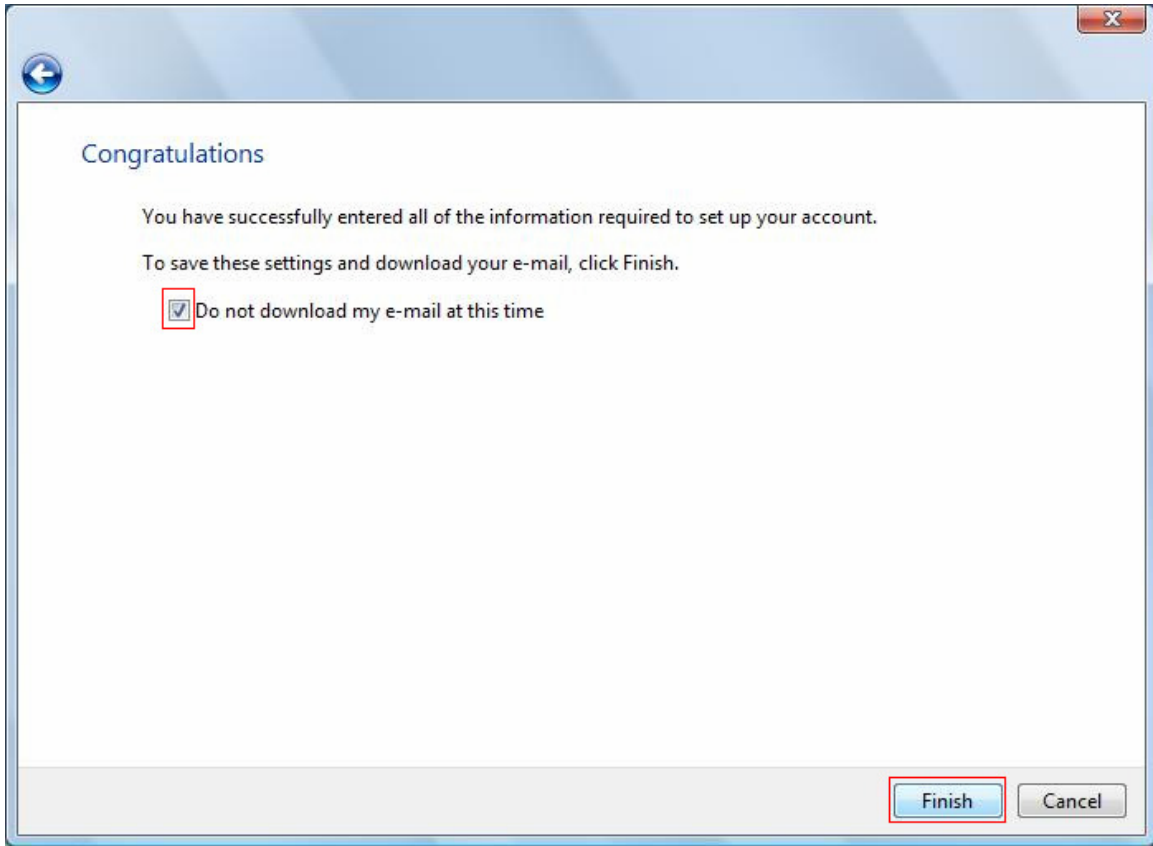
E-mail username: john@gmail.com

Password: ●●●●●●●●●●

Remember password

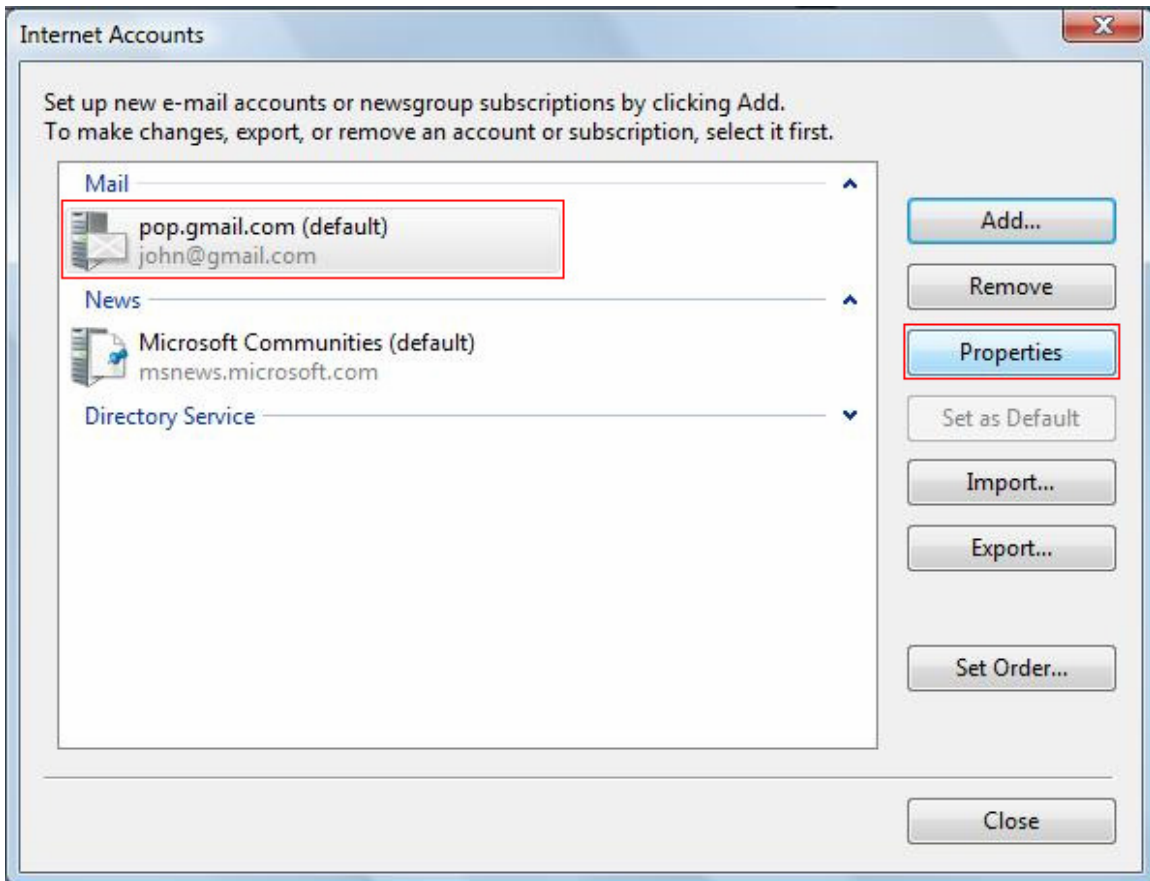
Next Cancel

8. Uncheck “Do not download my e-mail at this time and click **Finish**



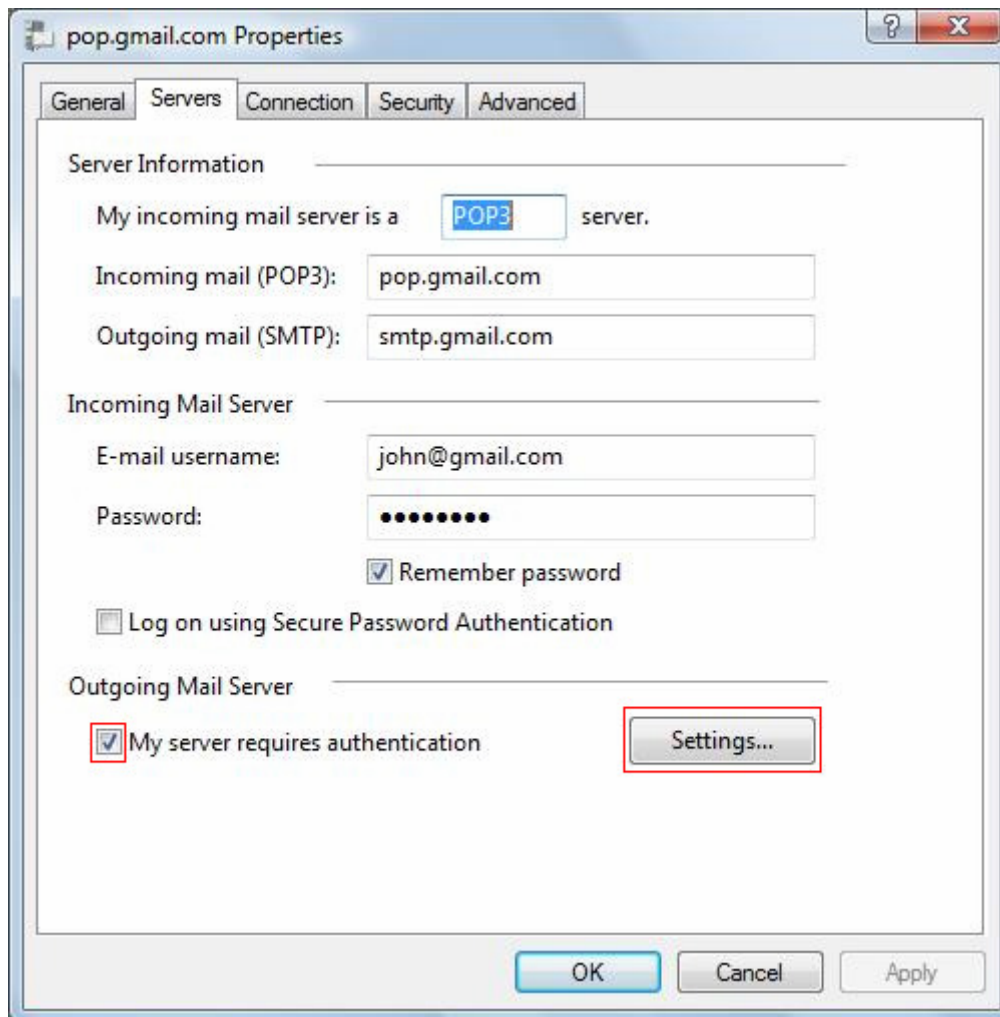


9. Left-click on the Account name once, and click on **Properties**

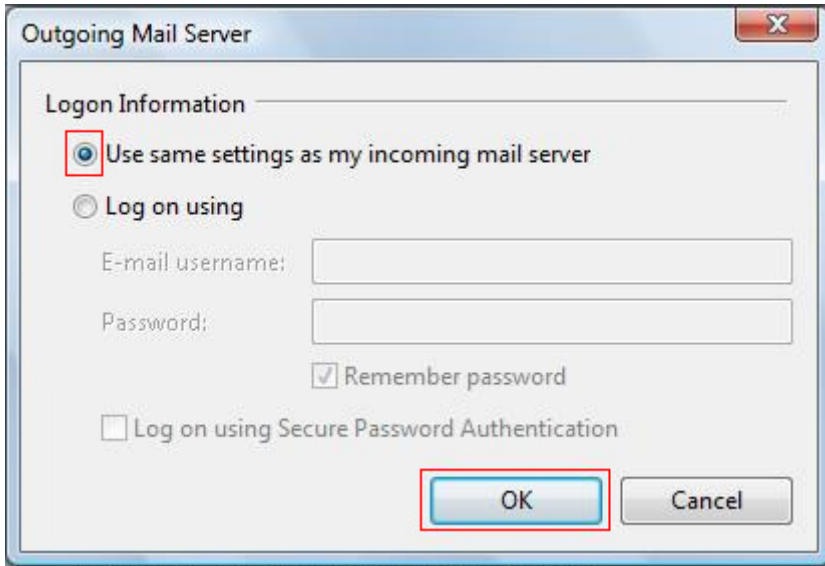


11. Click on the Servers tab, enter settings as per the screen below, and note that:
  - a. Incoming mail server: pop.gmail.com
  - b. Outgoing mail server: smtp.gmail.com
  - c. Account name: your Gmail email address. e.g. john@gmail.com
  - d. Tick box beside **My server requires authentication**

Click on **Settings** when done.

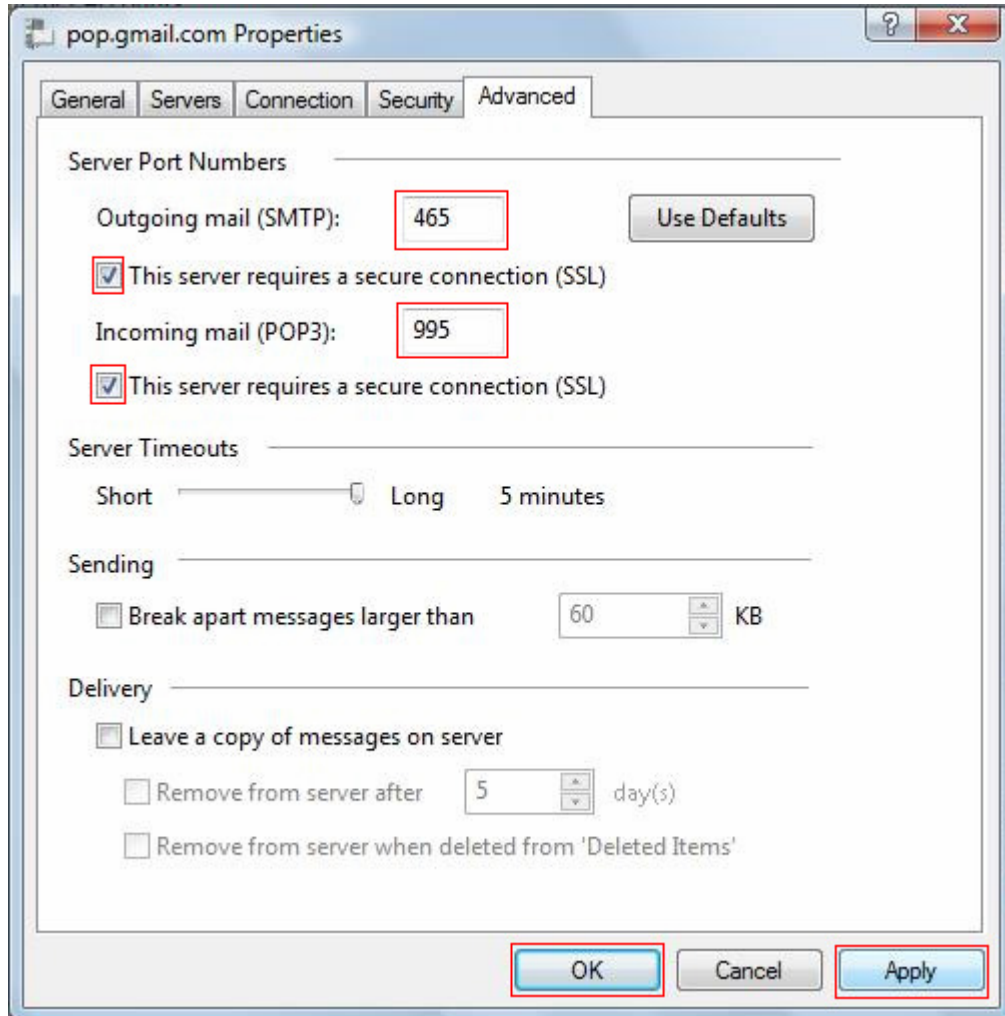


12. Select **Use same settings as my incoming mail server**, click **OK**



14. 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



16. You have successfully set up Gmail on Windows Mail!