

To configure Outlook 2007 for your Gmail address:

1. [Enable POP in your email account](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook.
3. Click the **Tools** menu, and select **Account Settings...**
4. On the **E-mail** tab, click **New...**
5. If you are prompted to **Choose E-mail Service**, select **Microsoft Exchange, POP3, IMAP, or HTTP**, and click **Next**.
6. Fill in all necessary fields to include the following information:

Your Name: Enter your name as you would like it to appear in the From: field of outgoing messages.

Email Address: Enter your full Gmail email address (*username@gmail.com*). Google Apps users, enter your full address in the format *username@your_domain.com*.

Password: Enter your email password.

Manually configure server settings or additional server types: Leave this option unchecked if you want to automatically configure Outlook 2007. If you want to manually configure Outlook 2007, check this box now. Google Apps users should configure manually as follows.

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name:
Example: Barbara Sankovic

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

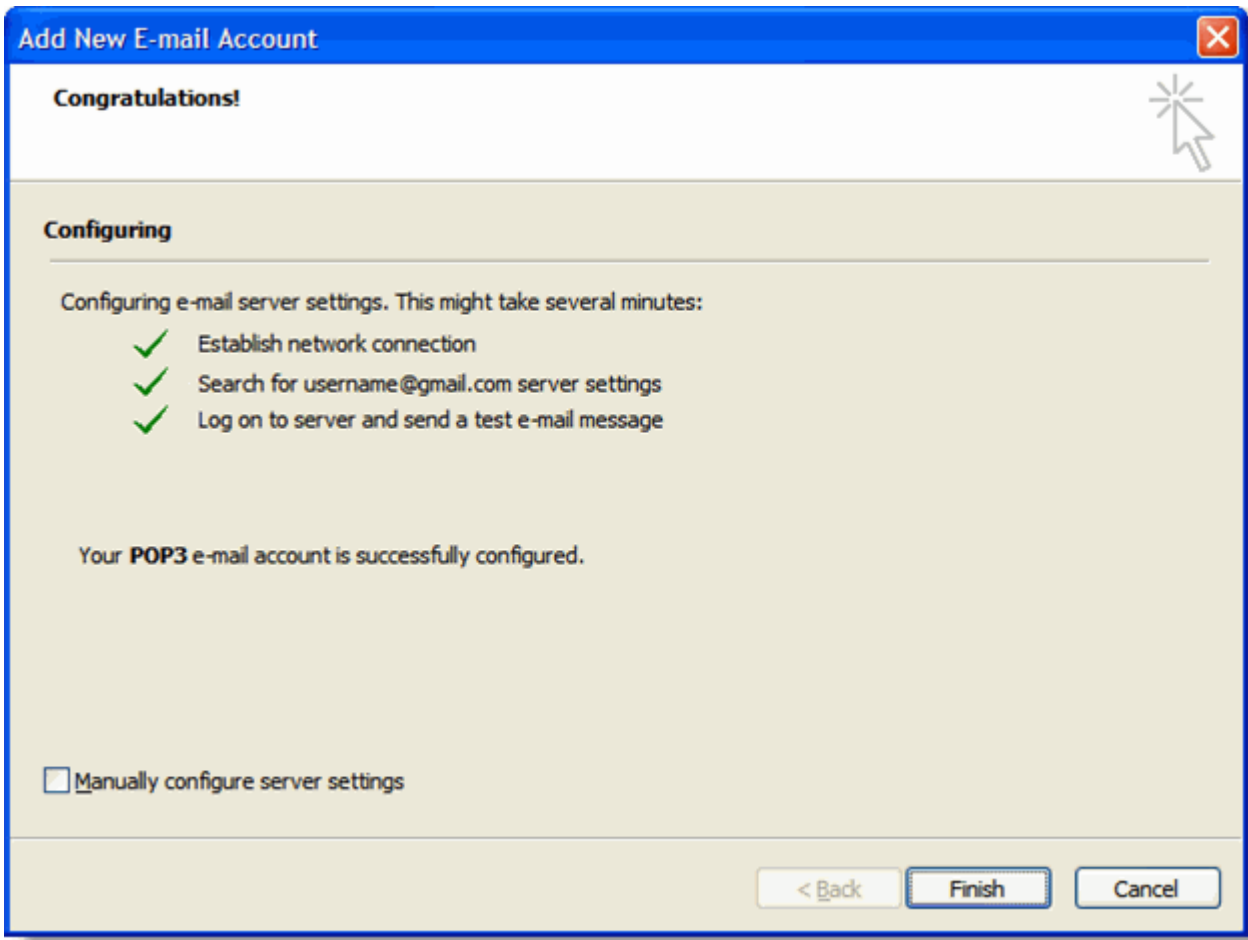
Password:

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

Manually configure server settings or additional server types

< Back **Next >** Cancel

7. Click **Next**. If you are configuring Outlook 2007 automatically, you're done! Just click **Finish**.



8. If you are configuring Outlook 2007 manually, select **Internet E-mail** and click **Next**.
9. Verify your **User Information**, and enter the following additional information:

Server Information

Account Type: POP3

Incoming mail server: pop.gmail.com (Google Apps users, enter the server names provided, don't add your domain name in these steps)

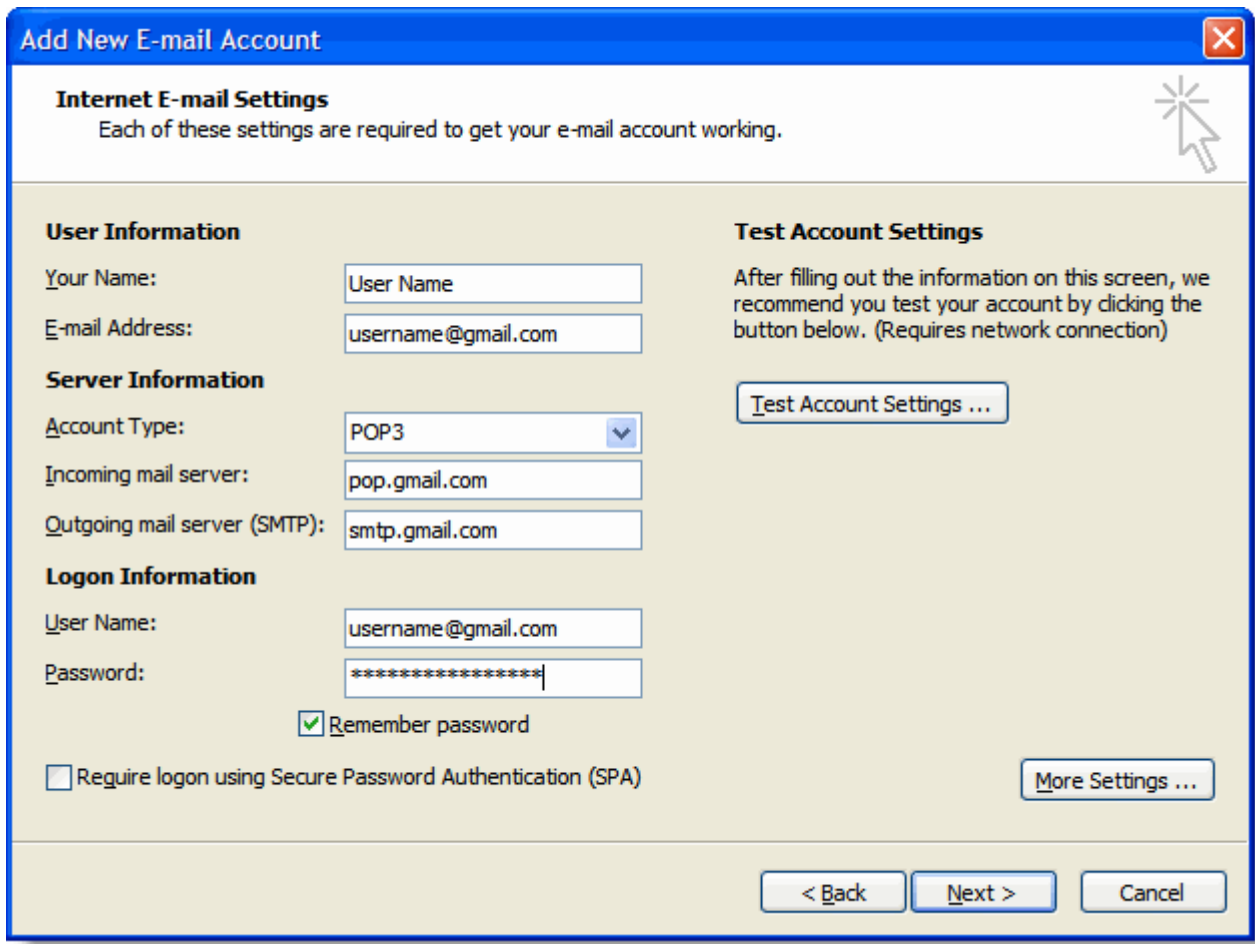
Outgoing mail server (SMTP): smtp.gmail.com

Logon Information

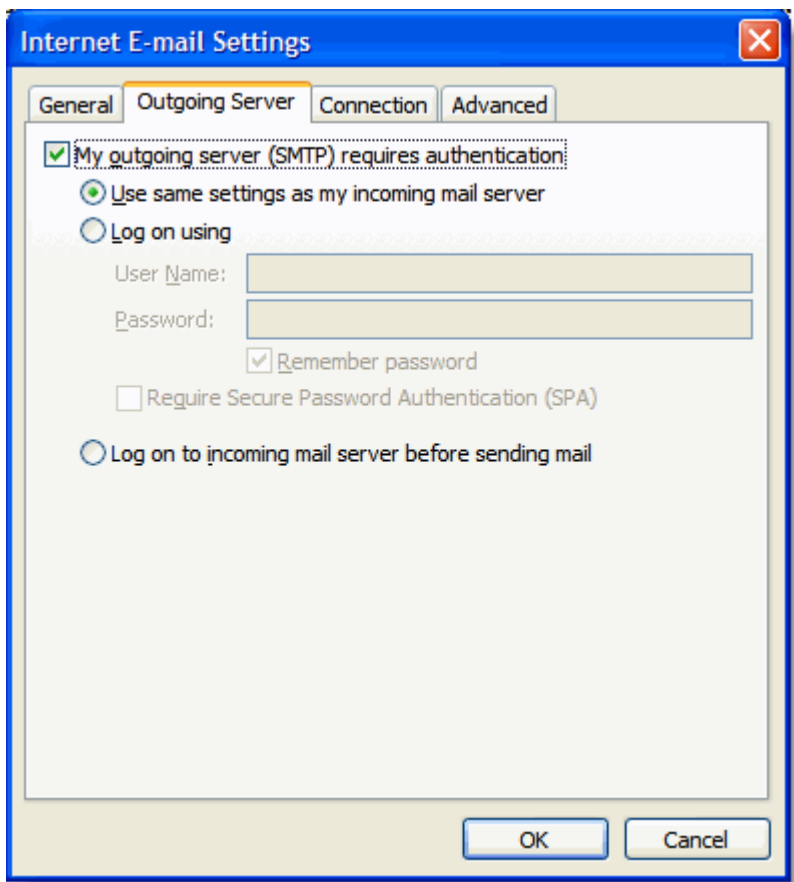
User Name: Enter your Gmail username (including @gmail.com). Google Apps users, enter your full address in the format *username@your_domain.com*

Password: Enter your email password.

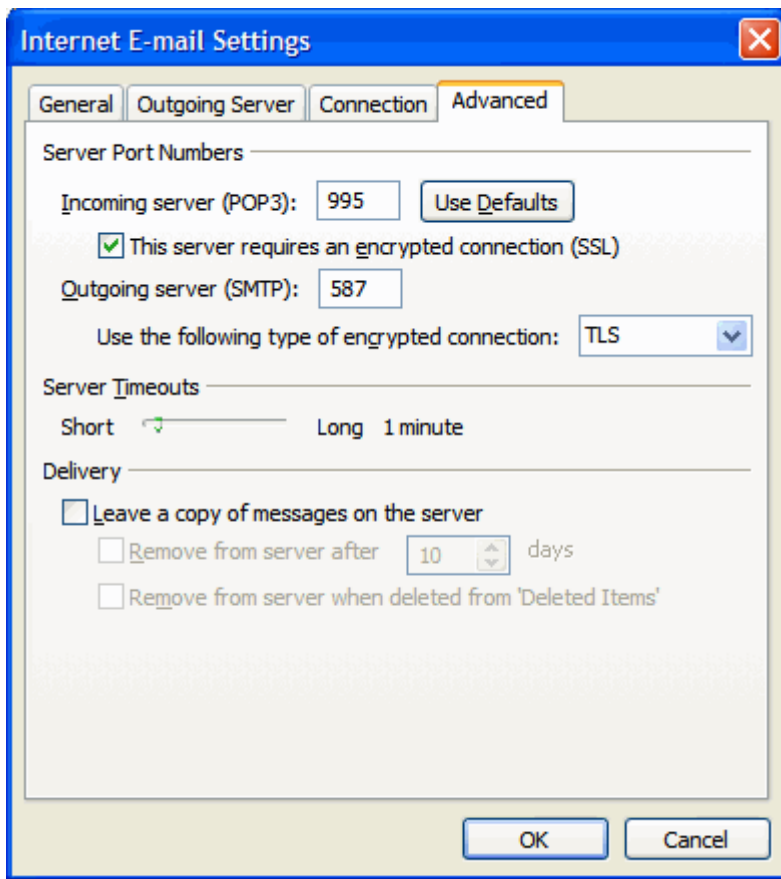
Require logon using Secure Password Authentication (SPA): Leave this option unchecked.



10. Click the **More Settings...** button, and select the **Outgoing Server** tab.
11. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



12. Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3)**. Enter 995 in the 'Incoming Server' box.
13. In the **Outgoing server (SMTP)** box, enter 587, and select **TLS** from the drop-down menu next to **Use the following type of encrypted connection:**.



14. Click **OK**.
15. Click **Test Account Settings...** After receiving 'Congratulations! All tests completed successfully', click **Close**.
16. Click **Next**, and then click **Finish**.

Congratulations! You're done configuring your client to send and retrieve Gmail messages.

If you experience problems using POP with Outlook, please check the [Common Errors](#) or [Troubleshooting](#) tabs.