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## HostPapa Knowledge Base

Here you'll be able to follow clear walkthrough guides to help you get the most out of your website and hosting experience. If there's anything we can do to help, let us know!



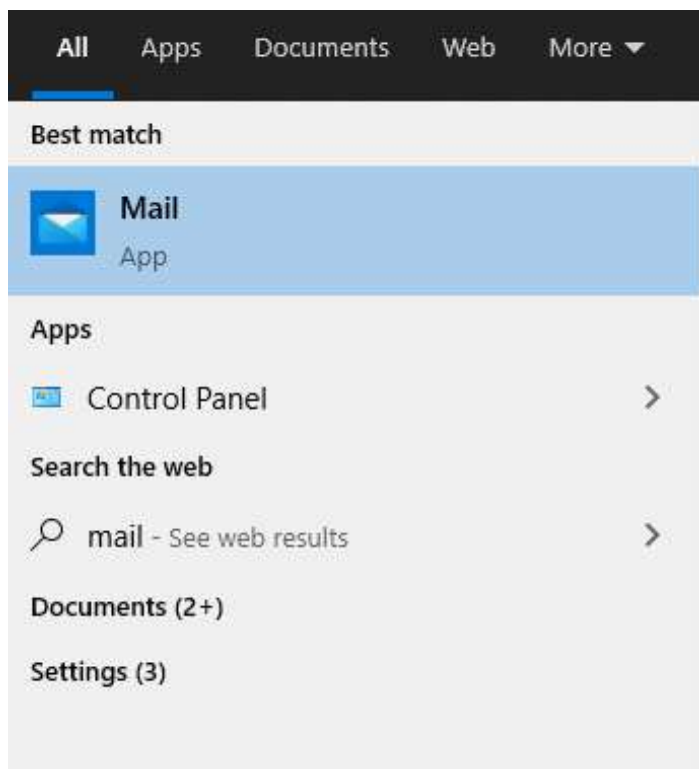
### How to set up Google Workspace email in Windows 10 Mail

Created [August 6, 2021](#) | Category [Google Workspace](#)

This tutorial describes how to set up Google Workspace email in Windows 10 Mail.

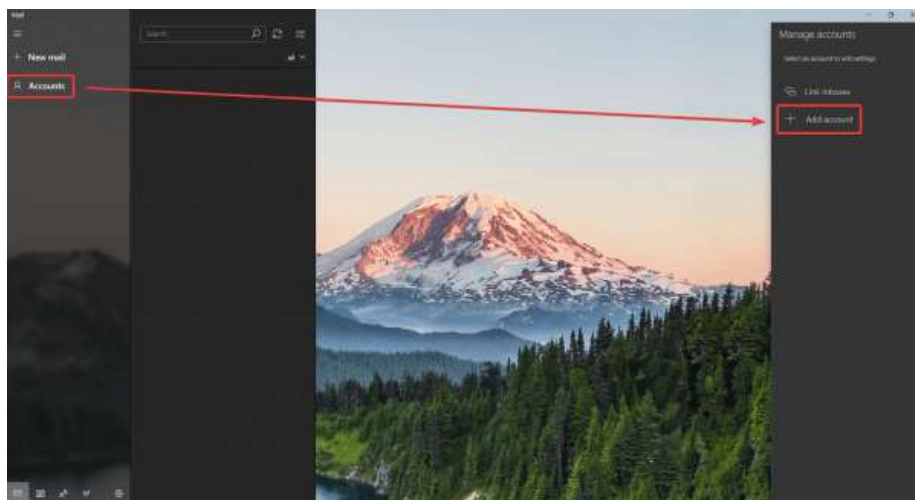
Open the **Mail** App by clicking **Start** in Windows and typing **Mail**, then click the **Mail** app.

**NOTE:** For this tutorial, we will use **setup@webtraining.cloud** as our test email account. You will need to change some of the settings to match your setup.

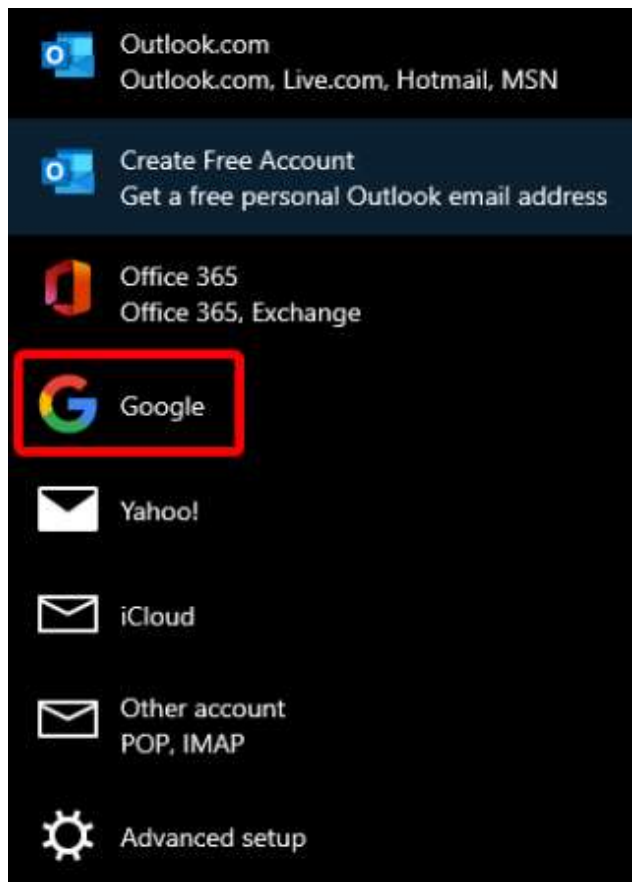


Next, click the **Accounts** option in the left menu.


A new window area on the right, Manage accounts, will appear. In this area, click on the **+ Add account** option, as shown below.



A new box will appear. Click on the **Google** option.



A new window will appear, showing web login options for your Google Workspace account. Follow the login options to connect.



Sign in

Continue to [Windows](#)

Email or phone

setup@webtraining.cloud

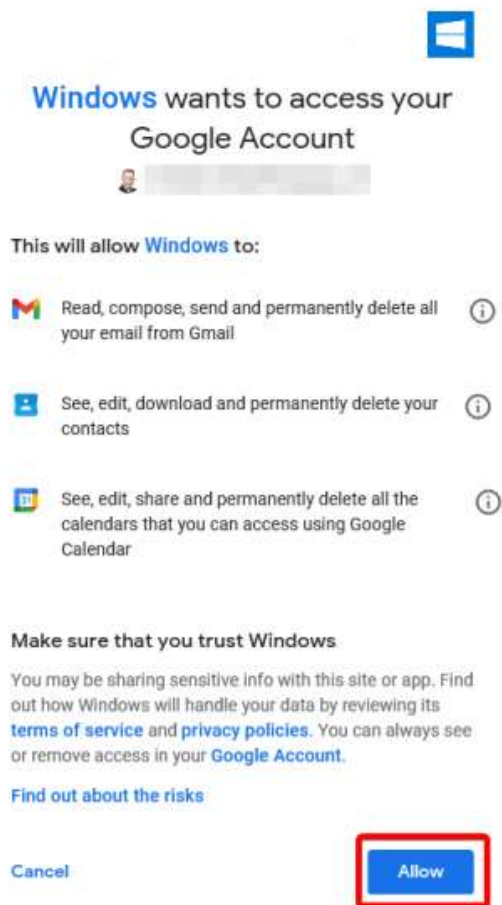
[Forgot email?](#)

To continue, Google will share your name, email address, language preference and profile picture with Windows. Before using this app, you can review Windows's [privacy policy](#) and [Terms of Service](#).

[Create account](#) [Next](#)

If you have 2 Step Verification setup, you'll also need to authenticate your account from your mobile device when prompted.

You will also need to allow Windows Mail to access your Google account to read emails, contacts and calendars successfully. Scroll to the bottom of the options and click the **Allow** button to proceed.



After a good connection is made in the background, Windows Mail will ask for the name you wish to appear when sending emails from this email account. Simply fill this in, then click **Sign In** at the bottom of the window.



The Mail application will then notify you that the setup has been completed successfully.

## Default Email Account Settings (Google Workspace Email)

**NOTE:** You can use the [SSL](#) or TLS option for outgoing email port, as shown below – both should work without issue.

### Secure SSL/TLS Settings (Recommended)

Username:	<i>Use the full email you are setting up.</i>
Password:	<i>Use the email account's password.</i>
Incoming Server:	<b>imap.gmail.com</b> (or <b>pop.gmail.com</b> if using POP account type) <ul style="list-style-type: none"> <li>• IMAP Port: 993</li> <li>• POP3 Port: 995</li> </ul>
Outgoing Server:	<b>smtp.gmail.com</b> <ul style="list-style-type: none"> <li>• SMTP Port: 465 for SSL or 587 for TLS</li> </ul>
IMAP, POP3, and SMTP require authentication.	

If you need help with your HostPapa account, please [open a support ticket](#) from your dashboard.

This article is also available in: [French](#), [Spanish](#)

## Related Articles

 [How to set up Google Workspace email on your iPhone or iPad using Google Sync \(Exchange\)](#)

 [How to set up Google Workspace Email in Apple Mail for Mac](#)

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