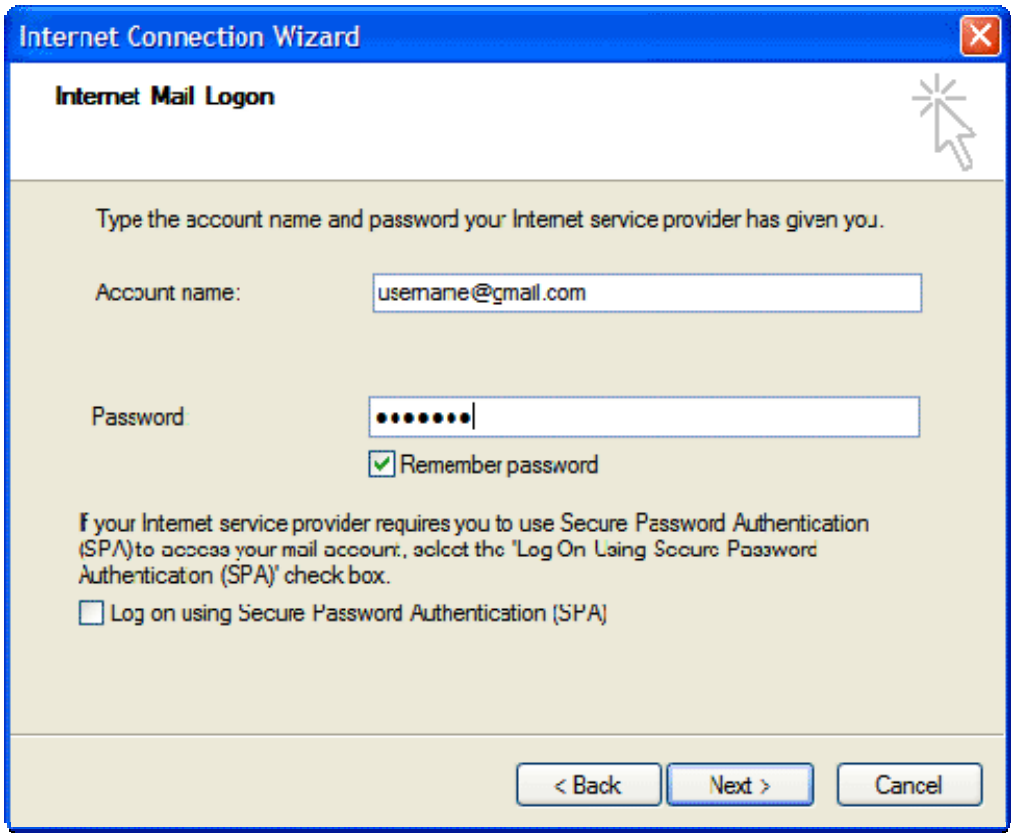
Outlook Express

To set up your Outlook Express client to work with Gmail:

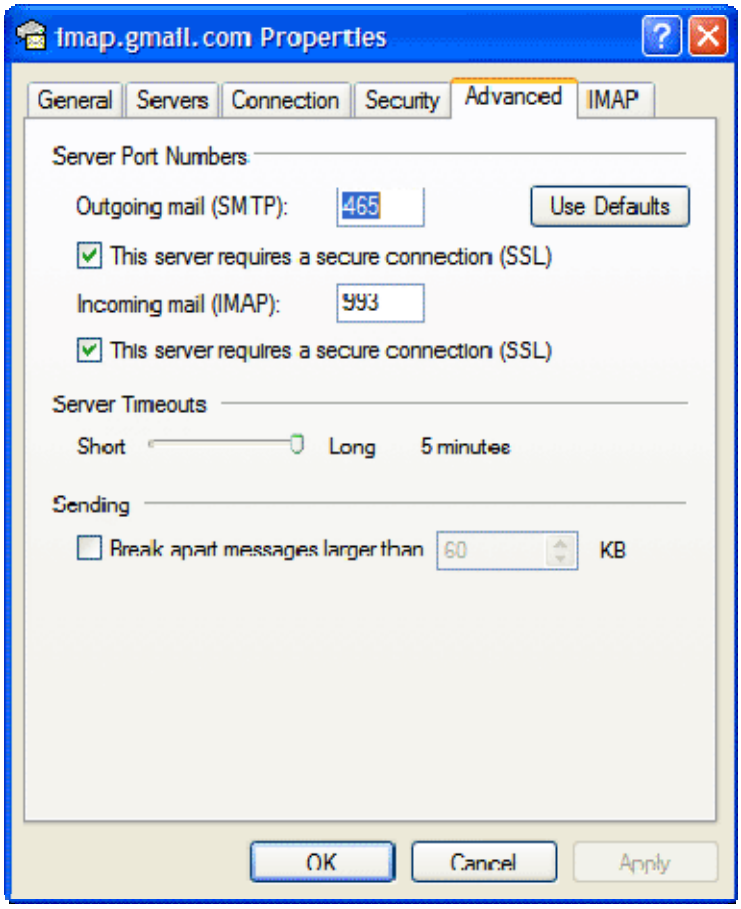
1. Enable IMAP in Gmail. Don't forget to click **Save Changes** when you're done.
2. Open Outlook Express.
3. Click the **Tools** menu, and select **Accounts...**
4. Click **Add**, and then click **Mail...**
5. Enter your name in the 'Display name' field, and click **Next**.
6. Enter your full email address (username@gmail.com) in the 'Email address' field, and click **Next**. If you are a Google Apps user, enter your full address in the format 'username@your_domain.com.'
7. For 'My incoming mail server is a _____ server', please select **IMAP** in the drop-down menu.
8. Enter 'imap.gmail.com' in the 'Incoming mail (POP3, IMAP or HTTP) server' field. Enter 'smtp.gmail.com' in the 'Outgoing mail (SMTP) server' field.
9. Click **Next**.
10. Enter your full email address (including '@gmail.com' or '@your_domain.com') in the 'Account name' field. Enter your password in the 'Password' field, and click **Next**.



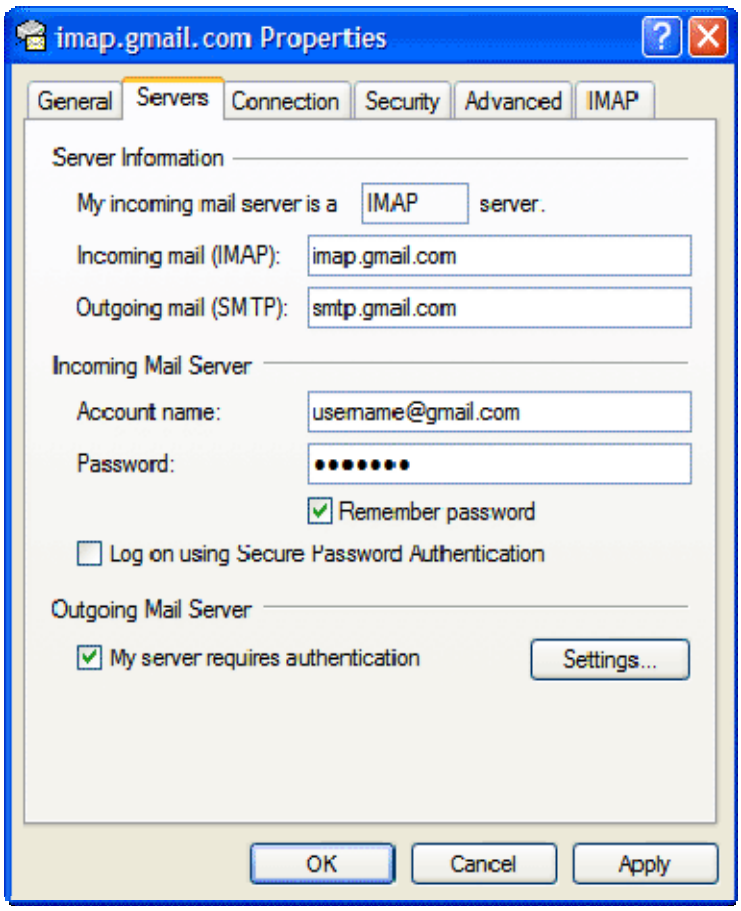
11. Click **Finish**.
12. Highlight **imap.gmail.com** under **Account**, and click **Properties**.
13. Click the **Advanced** tab.

14. Under **Outgoing Mail (SMTP)**, check the box next to 'This server requires a secure connection (SSL).'
15. Enter '465' in the 'Outgoing mail (SMTP)' field.
16. Under **Incoming mail (IMAP)**, check the box next to 'This server requires a secure connection (SSL)'. The port will change to '993'.

    ***Note: Outgoing Port SMTP 587**



17. Click the **Servers** tab, and check the box next to 'My server requires authentication.'



18. Click **OK**.
19. Check our recommended client settings, and adjust your client's settings as needed.

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

Microsoft Outlook 2003

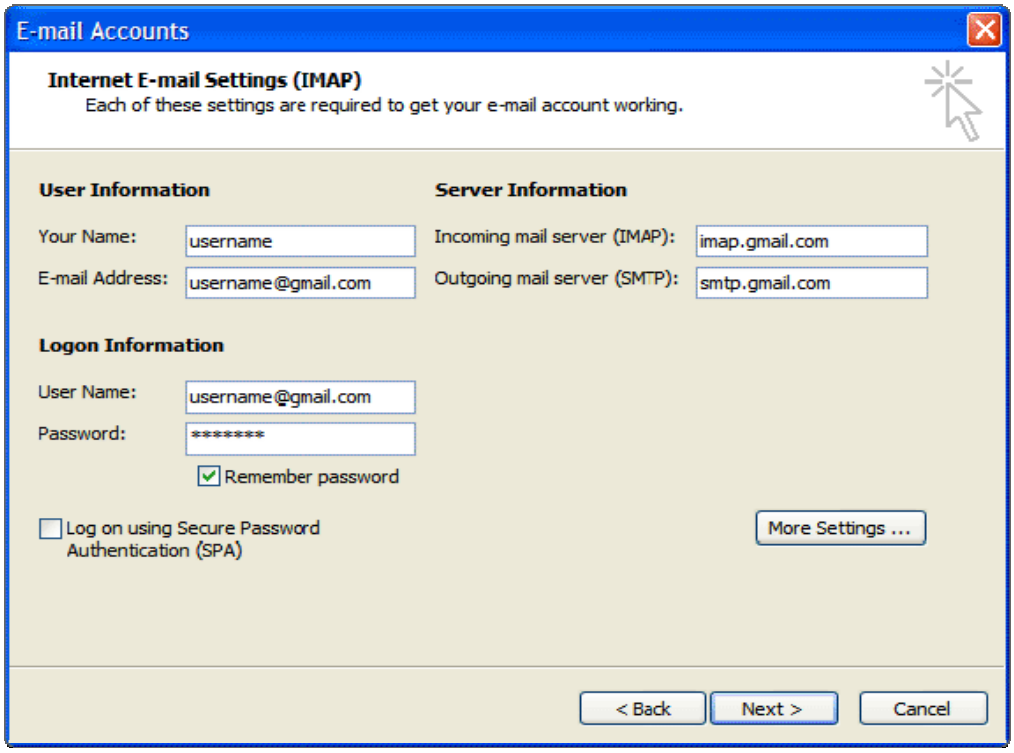
To set up your Outlook 2003 client to work with Gmail:

1. Enable IMAP in Gmail. Don't forget to click **Save Changes** when you're done.
2. Open Outlook.
3. Click the **Tools** menu, and select **E-mail Accounts...**
4. Click **Add a new e-mail account**, then click **Next**.
5. Choose **IMAP** as your server type by clicking the radio button, and click **Next**.
6. Fill in all necessary fields to include the following information:

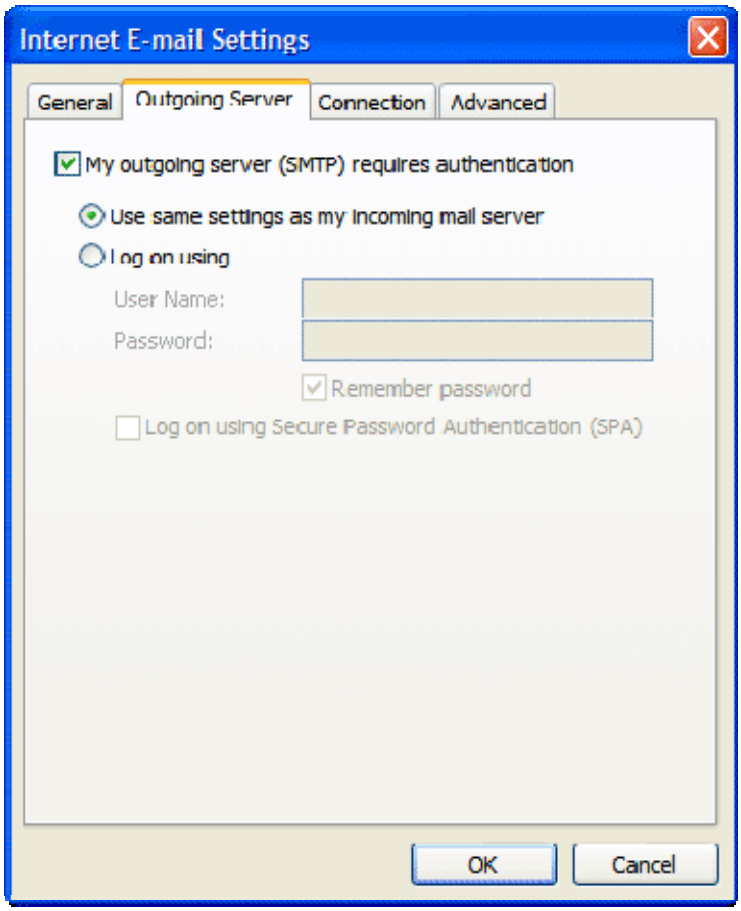
   User Information
   Your Name: Enter your name as you would like it to appear in the **From:** field of outgoing messages.
   Email Address: Enter your full email address (*username@gmail.com*). Google Apps users, enter your address in the format *username@your_domain.com*

   Server Information
   Incoming mail server (IMAP): imap.gmail.com
   Outgoing mail server (SMTP): smtp.gmail.com

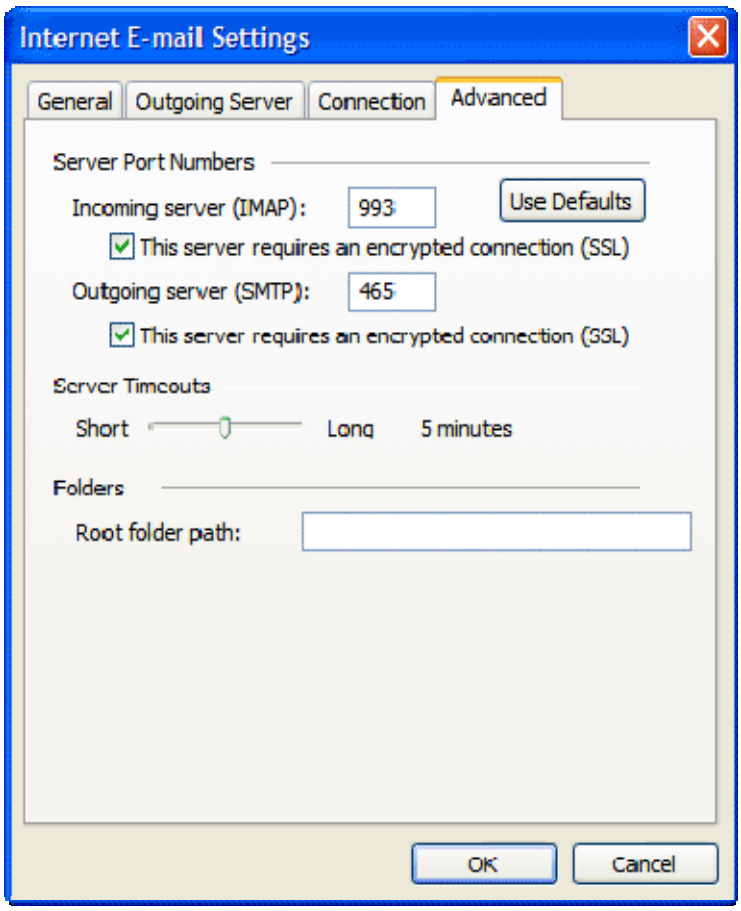
   Login Information
   User Name: Enter your full email address (including *@gmail.com* or *@your_domain.com*)
   Password: Enter your Gmail password.



7. Click **More Settings...** and then click the **Outgoing Server** tab.
8. Check the box next to 'My outgoing server (SMTP) requires authentication' and select **Use same settings as my incoming mail server**.



9. Click the **Advanced** tab, and check the box next to 'This server requires an encrypted connection (SSL)' under **Incoming Server (IMAP)**. Also, enter 993 in the **Incoming server (IMAP)** box.



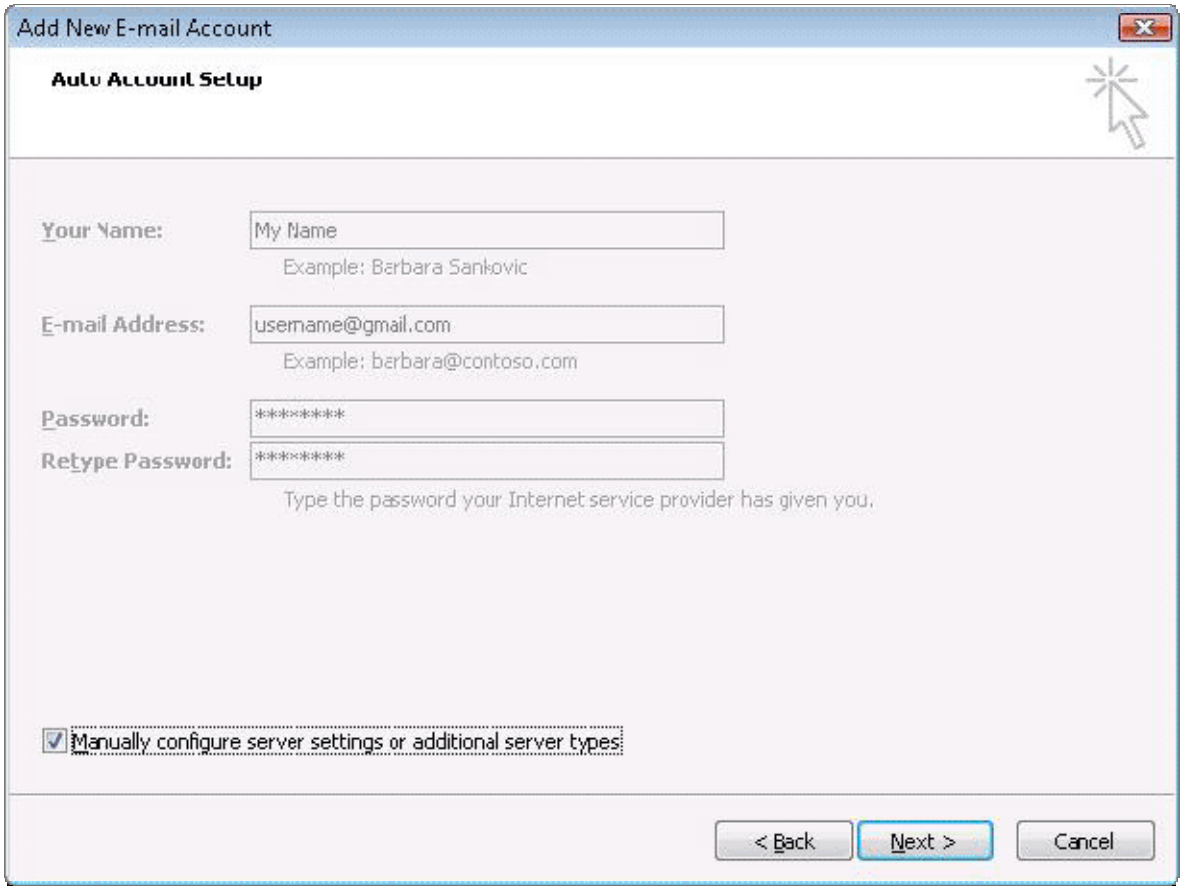
10. Check the box next to 'This server requires an encrypted connection (SSL)' under **Outgoing Server (SMTP)**, and enter 465 in the **Outgoing server (SMTP)** box.
11. Click **OK**.
12. Click **Next**, and then click **Finish**.
13. Download the latest updates for Outlook from Microsoft. This will help prevent the most common Outlook errors that Gmail users see.
14. Check our recommended client settings, and adjust your client's settings as needed.

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

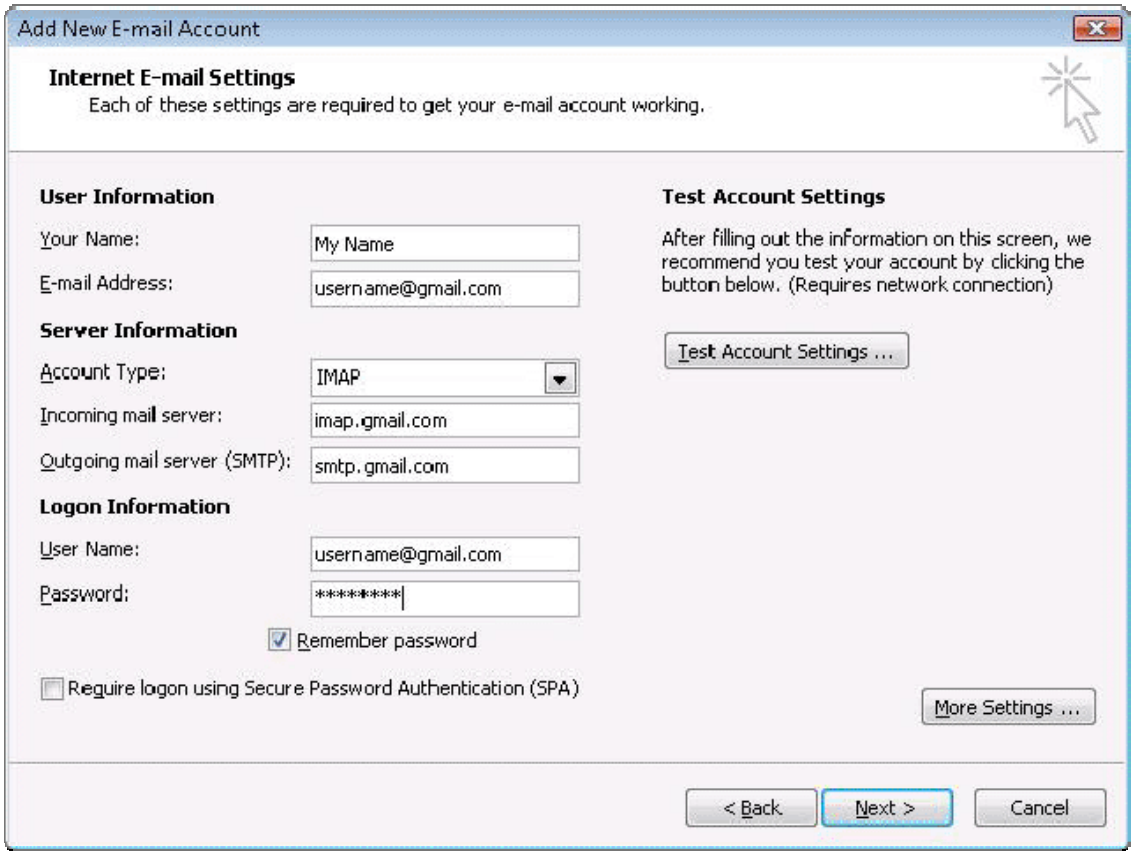
Microsoft Outlook 2007

To set up your Outlook 2007 client to work with Gmail:

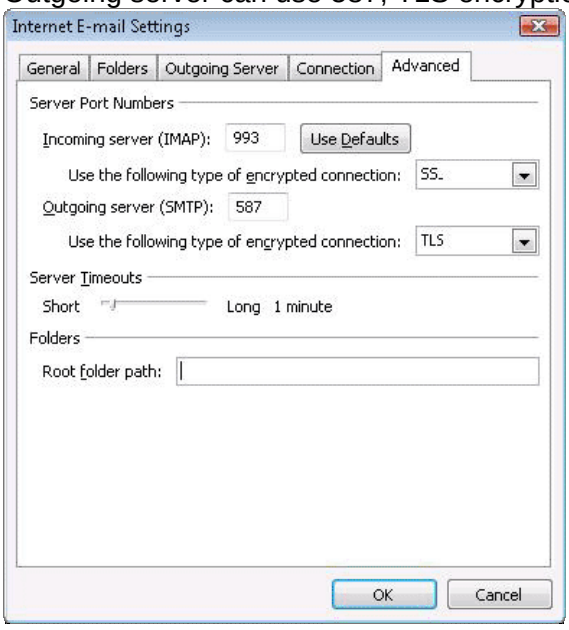
1. Enable IMAP in Gmail. Don't forget to click **Save Changes** when you're done.
2. Open Outlook.
3. For new setups, select **Do not upgrade**.
4. Click **Yes**.
5. Enter your display name, email address (including '@gmail.com'), and password. Google Apps users, enter your full email address, e.g. 'username@your_domain.com.'
6. Select the 'Manually configure server settings or additional server types' checkbox.



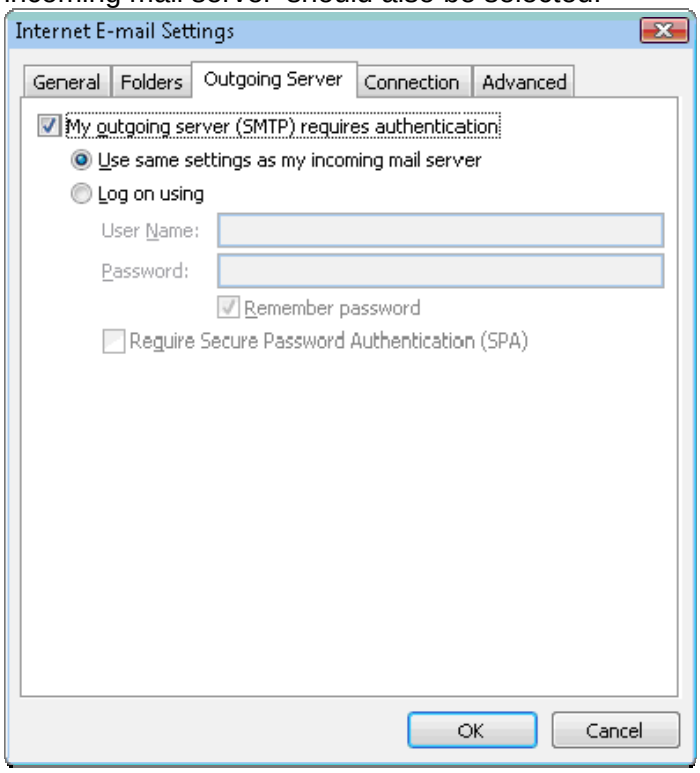
7. Select **Internet E-mail**.
8. Settings: name, full email address (including '@gmail.com' or '@your_domain.com')
    - In the **Account Type** dropdown menu, select **IMAP**; enter the incoming and outgoing server names shown below.
    - In the 'User Name' field, give your full Gmail address, including '@gmail.com' or '@your_domain.com.'
    - After creating these settings, clicking **Next** takes you to the end of the setup.



9. In the **Tools** menu, select **Options** then **Mail Setup**. Under 'Email Accounts,' click **E-mail Accounts**.
10. Select an account, and click **Change** above the list of accounts. Click **More Settings**, then the **Advanced** tab.
    - Incoming server must be 993, and must use SSL encryption.
    - Outgoing server can use 587, TLS encryption.



11. Click the **Outgoing Server** tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected. The radio button 'Use same settings as my incoming mail server' should also be selected.



12. Click **OK** > **Next** > **Finish** > **Close** > **OK**.
13. Check our recommended client settings, and adjust your client's settings as needed.

Apple Mail 4.0

Apple Mail 4.0

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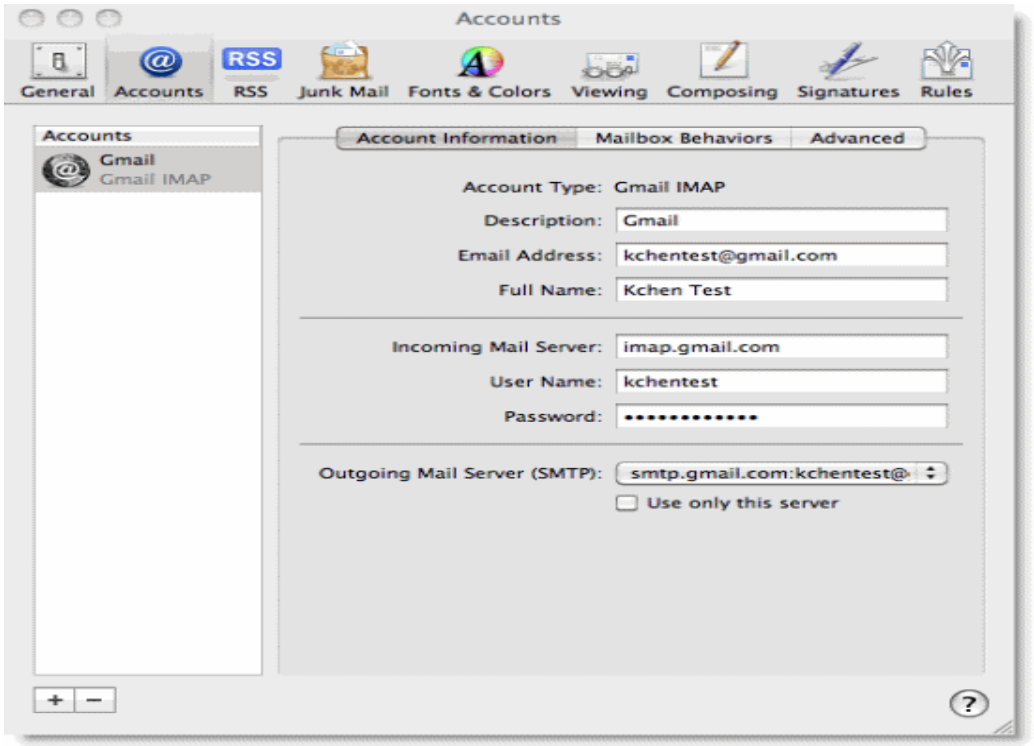
Please note that if you're adding your Gmail address to Apple Mail 4.0 for the first time with automatic configuration, your mail will automatically be configured for IMAP access.

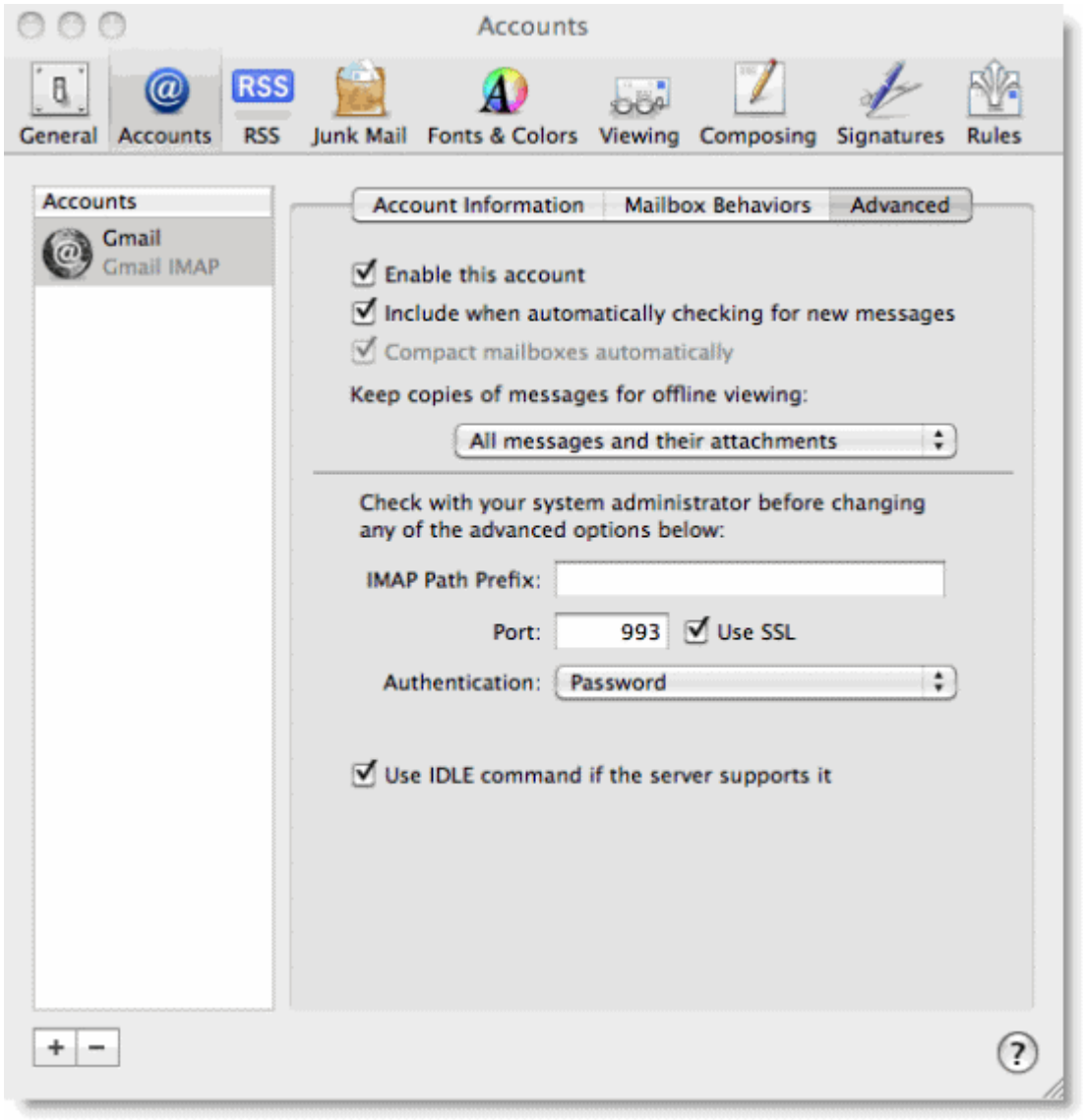
If you're trying to configure an additional Gmail address with IMAP access, please follow these steps:

1. Click **Mail > Preferences....**
2. On the **Accounts** tab, click the **+** button to add a new account.
3. Fill in the **Welcome to Mail** window with the following information:
    - Full Name: [your name]
    - Email Address: your full email address [username@gmail.com, or username@your_domain.com for Google Apps users]
    - Password: your Gmail password
4. Click **Create**, verify your **Account Summary**, and you're all set!
    - Check our recommended client settings, and adjust your client's settings as needed.

If you'd like to verify your IMAP settings after you have configured your mail client, you can view this through the **Accounts** tab by going through **Mail > Preferences...** The settings should be as follows:



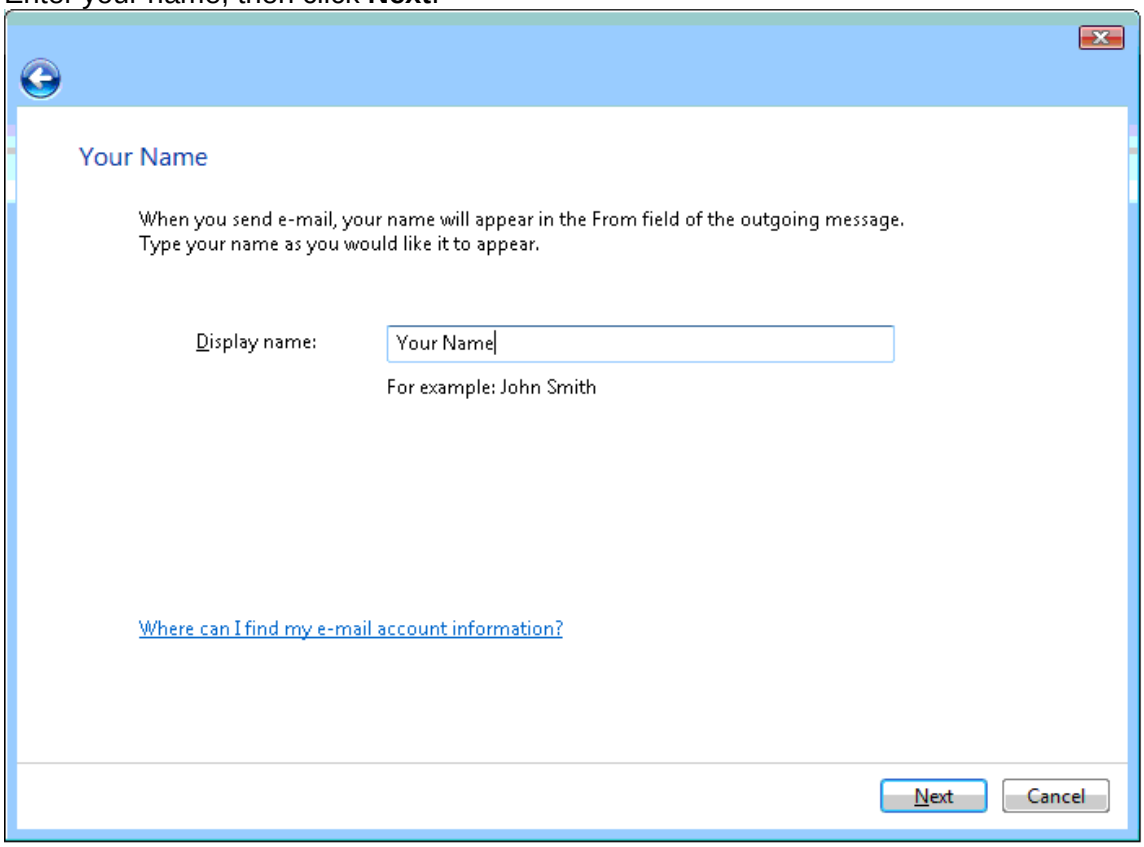
To review your port number information, click on the **Advanced** tab.


Accounts
General
Accounts
RSS
Junk Mail
Fonts & Colors
Viewing
Composing
Signatures
Rules
Accounts
Gmail
Gmail IMAP
Account Information
Mailbox Behaviors
Advanced
Enable this account
Include when automatically checking for new messages
Compact mailboxes automatically
Keep copies of messages for offline viewing:
All messages and their attachments
Check with your system administrator before changing any of the advanced options below:
IMAP Path Prefix:
Port:
993
Use SSL
Authentication:
Password
Use IDLE command if the server supports it
+
−
?

Windows Mail

To set up your Windows Mail client to work with Gmail, just follow these steps:

1. Open Windows Mail. The wizard pops up if it's your first time using it; otherwise, simply click **Tools** > **Accounts** > **Add**.
2. Enter your name, then click **Next**.



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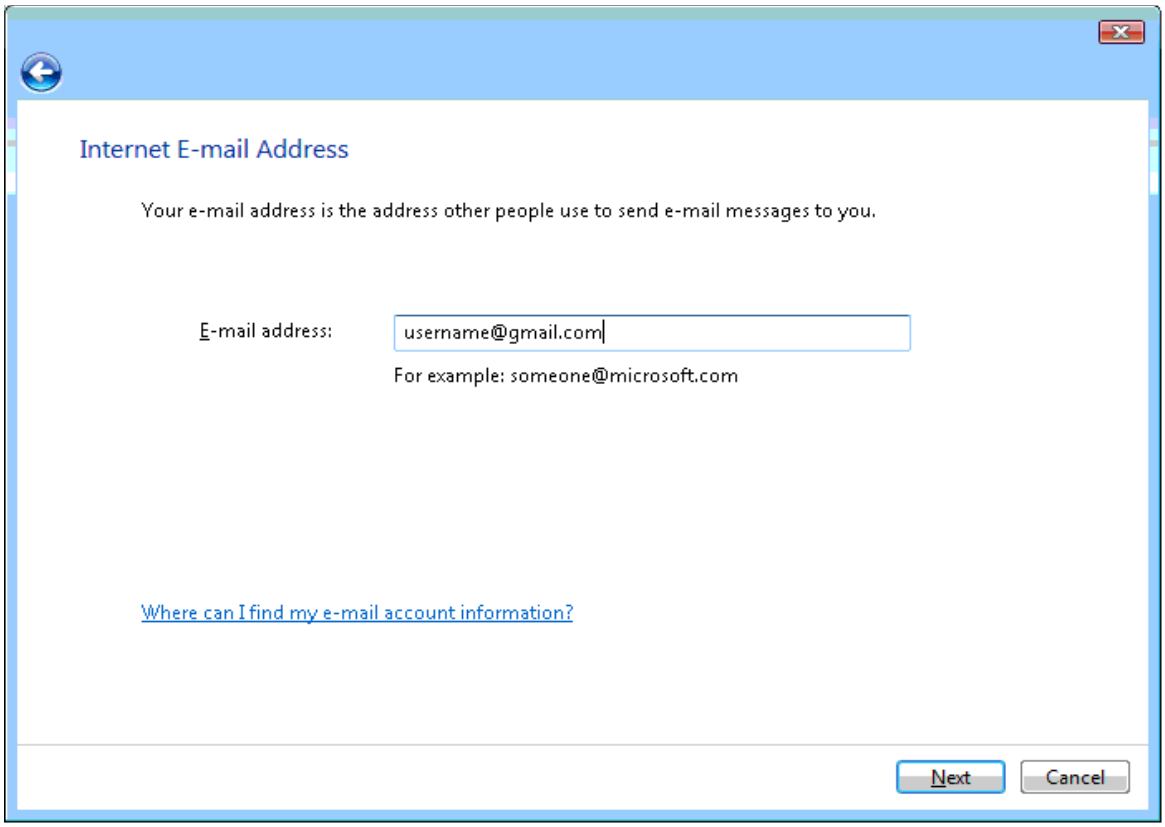
3. Enter your complete Gmail address, and click **Next**. Google Apps users, enter your address in the format **username@your_domain.com**.



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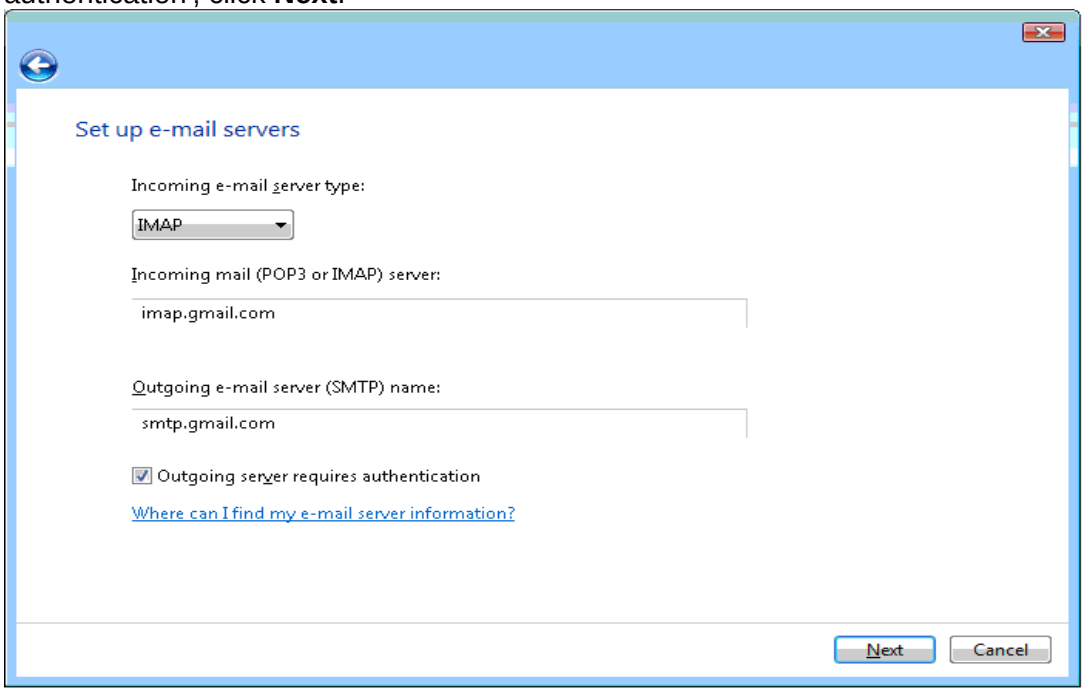
4. Choose **IMAP** input given servers, and check 'Outgoing server requires authentication'; click **Next**.



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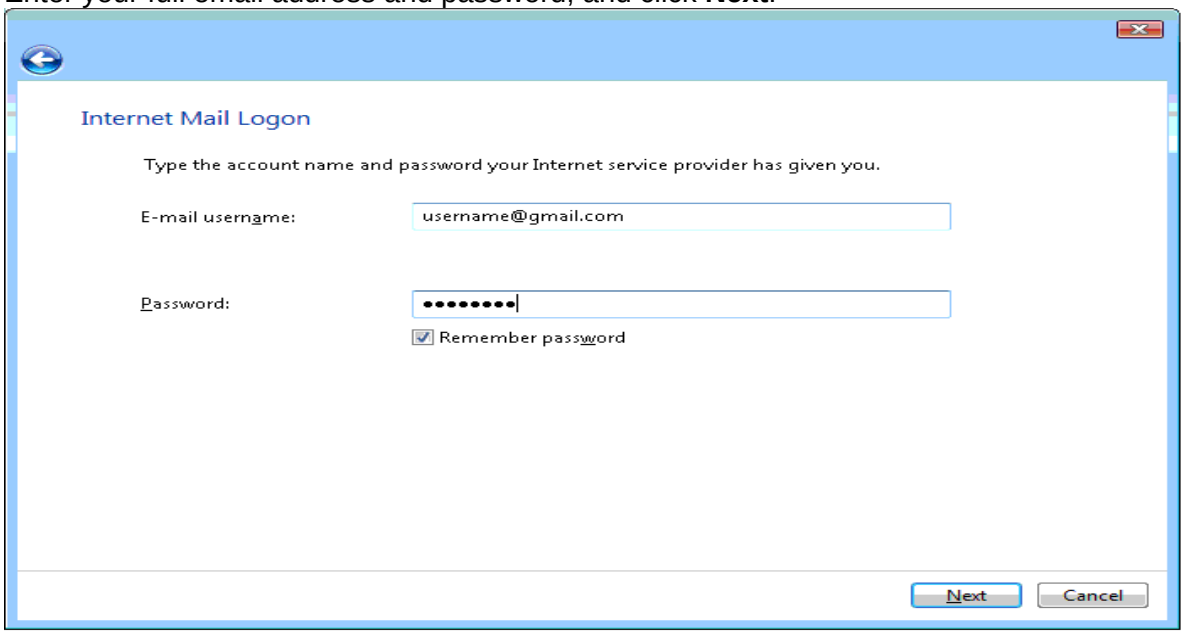
5. Enter your full email address and password, and click **Next**.



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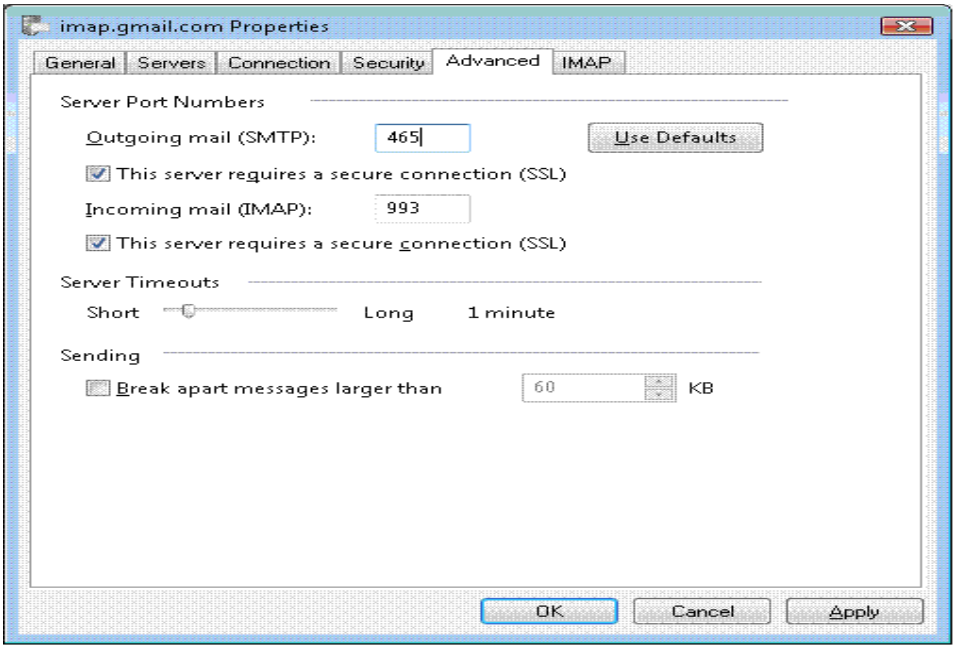
6. Click through (the checkbox is optional), then click **Finish**.
7. Select **Tools** > **Accounts** > **IMAP** account, then select **Properties** > **Advanced**.
    - Enter port number '465' next to the 'Outgoing Mail (SMTP)' field and port number '993' next to the 'Incoming mail (IMAP)' field. Check both secure connection boxes, and click **Apply**.
    - Click **Close**.



<>

8. Check our recommended client settings, and adjust your client's settings as needed.

Thunderbird 3.0

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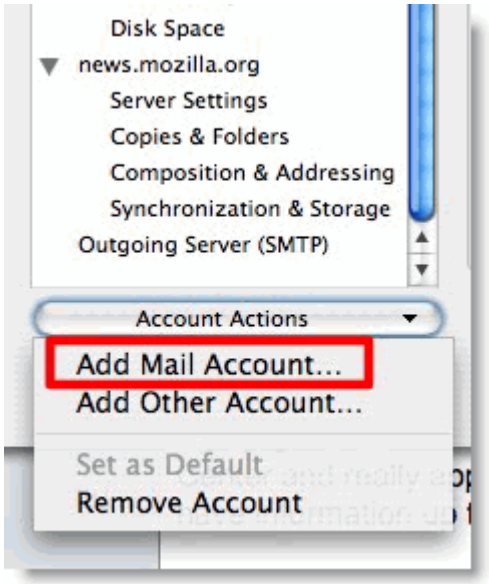
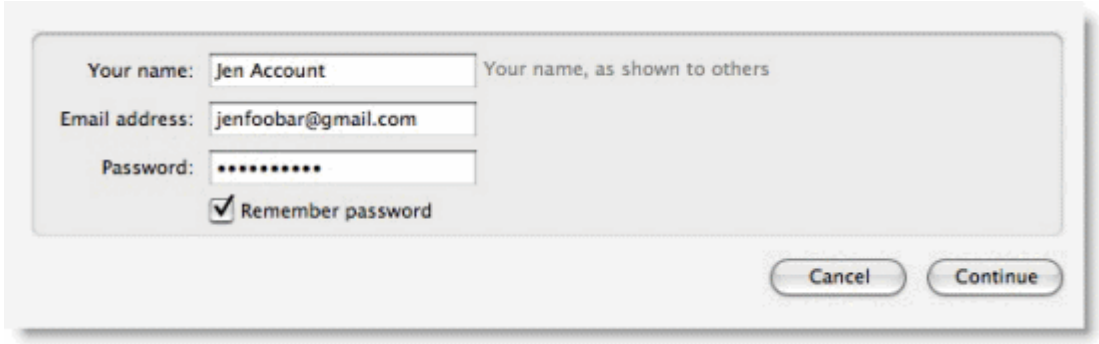
Please note that with Thunderbird 3.0, you'll automatically be configured with IMAP. If you'd like to add additional email accounts with IMAP access, please see the instructions below.

To set up your Thunderbird client to work with Gmail:

1. As a reminder, please make sure to Enable IMAP in Gmail and click **Save Changes** when you're done.
2. Open Thunderbird.
3. Click the **Tools** menu, and select **Account Settings...**
4. Select **Add Mail Account...** from the drop-down list located under the account list on the left.

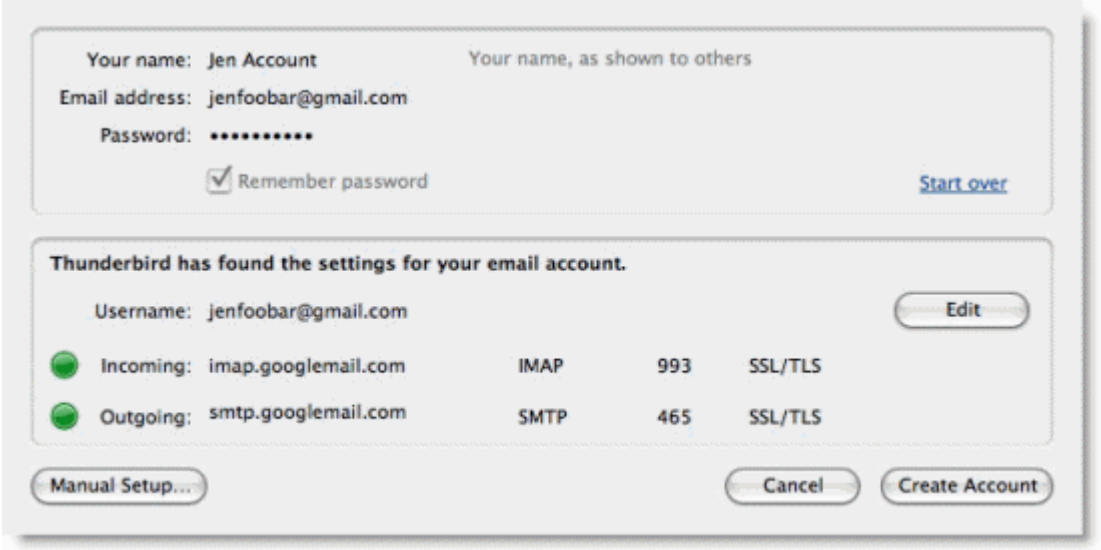


5. The first dialog in Thunderbird's Automatic Account Configuration will be displayed. Enter your name, your Gmail email address and your password. Click **Continue**.



6. Thunderbird will query the Gmail server and automatically configure the appropriate IMAP connection settings for your account. When complete,

Thunderbird will show you a confirmation dialog similar to this one:



7. Confirm that the connection settings are the same as those shown above and click **Create Account**.
8. Check our recommended client settings, and adjust your client's settings as needed.

Black Berry

Note: While setup instructions are provided below, Gmail IMAP access is not officially supported for BlackBerry devices at this time.

To set up the BlackBerry's email client with Google Apps email (IMAP), just follow these steps:

1. On your BlackBerry device, navigate to your home screen
2. Select the icon that lets you set up email (this can be called **Setup**, **Setup Wizard**, **Email Setup**, **BlackBerry Set-up**, **E-mail settings**, or **Personal Email Set-up**)
3. Follow the setup instructions provided on your device to create a new e-mail account
4. Be sure to enter the following:
    - Mail Server: imap.gmail.com
    - Username: [your full Google Apps email address]
    - Password: [your Google Apps password]
    - IMAP Port: 993
5. Allow the system to add your account, but do not enter your Google Apps password into the utility boxes (this causes the system to default to POP3 instead of IMAP)
6. Select **Next**
7. Select **Next** again (bypassing the 'Additional Information Required' section)
8. Select your account type, then select **Next**
   You may encounter a 'We were unable to configure...' error. Select **I will provide the settings** to continue
9. Select the option that mentions 'IMAP/POP'
10. Select **I will provide the settings...**, then select **Next**
11. Select **Set up existing email account...**
12. Enter your Google Apps account information here, with 'imap.gmail.com' as your mail server
13. Select **Next**
14. Select **Save**

If setup is successful, you should receive a confirmation message and a new mailbox icon should appear on your device's home screen, labeled with your Google Apps email address.

If you encounter a problem during setup, please make sure you have enabled IMAP in your main Google Apps Mail settings.

Note: While setup instructions are provided below, Gmail IMAP access is not officially supported for BlackBerry devices at this time.

To set up the BlackBerry's email client with Gmail (IMAP), just follow these steps:

1. On your BlackBerry device, navigate to your home screen
2. Select the icon that lets you set up email (this can be called **Setup**, **Setup Wizard**, **Email Setup**, **BlackBerry Set-up**, **E-mail settings**, or **Personal Email Set-up**)
3. Follow the setup instructions provided on your device

If setup is successful, you should receive a confirmation message and a new mailbox icon should appear on your device's home screen, labeled with your Gmail address.

If you encounter a problem during setup, please make sure you have enabled IMAP in your main Gmail settings.