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Configure Microsoft Outlook For Gmail – Manual Settings

You can configure your Gmail account easily with the auto configure method of Microsoft Outlook. But you need to set up Gmail to allow you to download mail as POP or to map folders and emails using IMAP. Here are the steps to configure MS Outlook for Gmail.

Set up Gmail To Connect With Microsoft Outlook

1. Log into your Gmail Account.
2. Click on the Gear icon and select Settings.
3. Click on **Forwarding and POP/IMAP** on the links given above your Inbox
4. Under **POP Download**, click to select **Enable POP for all mail that arrives from now on**.
5. Select **Archive Gmail's Copy** in the drop down box next to **When Messages Are Accessed With POP**
6. Click on **Save Changes**
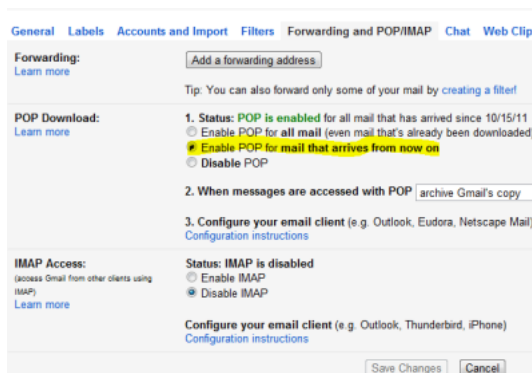
The above method sets up your Gmail account to let MS Outlook download messages through the POP3 protocol. In case you wish to map the folders and access your Gmail messages through IMAP, proceed with steps 1 to 3 above and instead of selecting Enable POP, go to the IMAP Access and select Enable IMAP. **NOTE:** You should either select POP or IMAP but not both. **Auto Configure MS Outlook.** Once you are done with the above, you can make Microsoft Outlook to auto-configure your account for you.

1. From the File menu (Office button in Office 2007), select Add New Account
2. Enter your email ID and password in the dialog box that appears
3. Click on Next
4. Microsoft Outlook will take few minutes to search for Gmail settings and will configure the account for you.

Note that if you selected POP in the Settings of Gmail above, you would get a POP3 account. Accordingly, if you have selected IMAP above, you get an IMAP account in Microsoft Outlook. If you wish to configure Microsoft Outlook manually for Gmail, here are the settings you will need to use. **Settings To Configure MS Outlook Manually For Gmail**
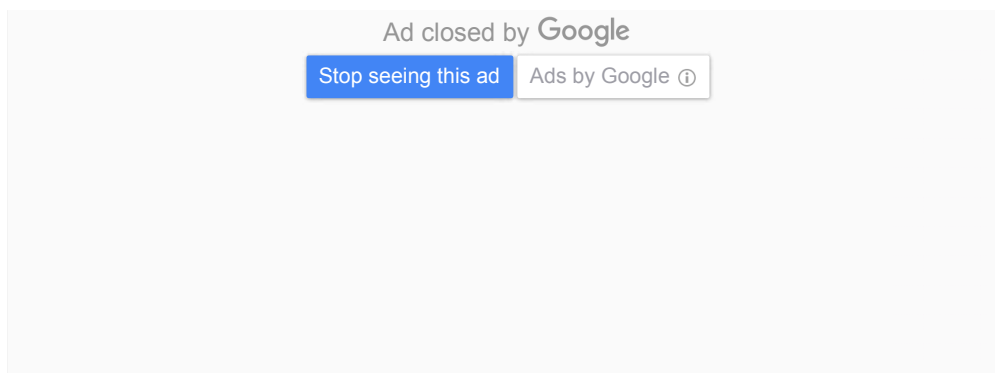
1. From the File menu, select Add Account
2. In the dialog box that appears, select **Manually configure server settings or additional server types**.
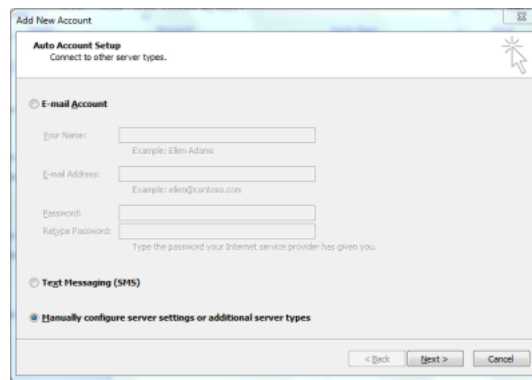
3. Click Next

4. Select **Internet Email** and again click Next

5. In the dialog box that appears, enter your name, email address and password in the related fields.
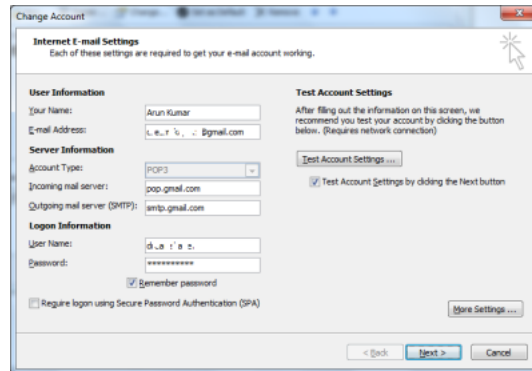
6. Under **Account Type**, select POP if you wish to create a POP3 account. For IMAP, select IMAP

7. For the Incoming server, enter **pop.gmail.com** or **imap.gmail.com** depending upon the type of account you are creating.

8. For outgoing server, enter **smtp.gmail.com**

9. Click on **More Settings**

10. Under the **Outgoing Server** tab, click to select **My Outgoing Server (SMTP) requires Authentication**

11. Click to select **Use Same Settings As My Incoming Server**

12. Go to the Advanced Tab
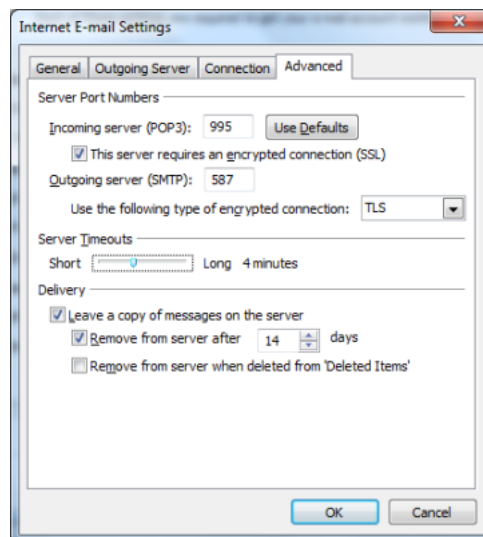
13. Enter **995** in Incoming Server Port if you are creating a POP3 account. If you are creating IMAP, enter **993**.

14. Click to select **This Server Requires an Encrypted Connection**. For IMAP account, set the type of encryption to SSL.

15. In the Outgoing Server Port, enter the value **587**. Set the type of encryption to TLS

16. Click OK to close the dialog box.

17. Click **Test Account Settings...** to test the account settings

18. You should see a message saying your account settings are correct. Click on **Next** to exit the dialog box.

See this post if Outlook cannot connect to Gmail, keeps asking for the password (http://www.thewindowsclub.com/outlook-cannot-connect-gmail).

This explains how to configure Microsoft Outlook for Gmail. If you need further assistance feel free to drop a note in the comments section.
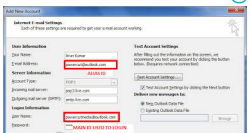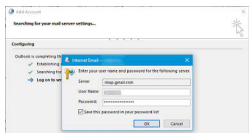
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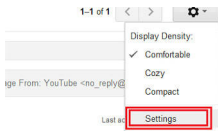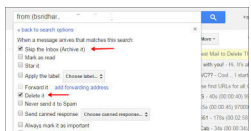
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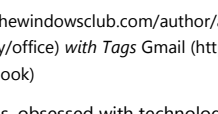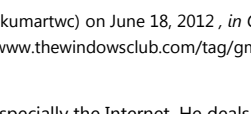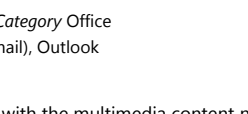
Posted by ArunKumar@TWC (http://www.thewindowsclub.com/author/arunkumartwc) on June 18, 2012 , *in Category* Office (http://www.thewindowsclub.com/category/office) *with Tags* Gmail (http://www.thewindowsclub.com/tag/gmail), Outlook (http://www.thewindowsclub.com/tag/outlook)

Arun Kumar is a Microsoft MVP alumnus, obsessed with technology, especially the Internet. He deals with the multimedia content needs of training and corporate houses. Follow him on Twitter @PowercutIN

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Name

Harry • 3 years ago

I am having problems setting up my Gmail Account in Outlook 2007.

I have followed your steps repeatedly for the POP setup and keep getting the same problem.

When I go to Test Account Settings, I keep getting a Popup Window headed up - Enter Network Password and the Server Field is populated with pop.gmail.com, my username "hgfowles" and a password (already entered) - when I click OK, the window just pops up again.

45 ▲ | ▼ • Reply • Share ›

> **Susanta Chakraborty** → Harry • 3 years ago
>
> The configuration will be like:
>
> Incoming Mail (POP3) Server - (SSL):
> pop.gmail.com
> Use SSL: Yes
> Port: 995
>
> Outgoing Mail (SMTP) Server - (TLS or SSL):
> smtp.gmail.com
> Use Authentication: Yes
> Port for TLS/STARTTLS: 587
> Port for SSL: 465
>
> **it is advised to set/use SSL instead of TLS**
>
> Email Address: Put your complete email address (e.g. username@gmail.com or username@your_domain.com)
> Password: Apply your (Gmail) password or the password you have successfully used in browser
>
> In the outgoing server tab of the settings window: Turn on **require authentication** and select "**same settings as incoming server**"
>
> Hope this will solve your query.
>
> SC.
>
> 54 ▲ | ▼ • Reply • Share ›

>> **Ta2ed_Warrior** → Susanta Chakraborty • 3 years ago

I am having the same problem as him. It keeps popping the stupid password box back up and I have typed it again and again and cut and pasted it and it still won't accept it and save it and finish the task.

∧ | ∨ • Reply • Share ›

swapnil ➤ Susanta Chakraborty • 2 years ago

I also have the same problem

∧ | ∨ • Reply • Share ›

Vinod Chakravarthy ➤ Susanta Chakraborty • 7 months ago

Thank you Susanta Chakraborty, the UserName & Password kept poping up again and again. I entered my full email ID and used the password and it worked.

I am now able to use Outlook to view my gmail emails :)

Thanks to ArunKumar@TWC for intiating this piece of info on internet...you all made things much more easy!! Thanks a ton again!! :)

Regards
Vinod Chakravarthy

∧ | ∨ • Reply • Share ›

Aryan Prajapati ➤ Harry • 5 months ago

just put your mail ID in user name when popsup and password for the same id.

∧ | ∨ • Reply • Share ›

Harry • 3 years ago

I might add, the Gmail Account works on both my iPad and my iPhone as well as being able to access it direct through Internet Explorer so the account details are correct.

8 ∧ | ∨ • Reply • Share ›

vedanayagam • 3 years ago

I am having problems setting up my Gmail Account in Outlook 2007.

I have followed your steps repeatedly for the POP setup and keep getting the same problem.

When I go to Test Account Settings, I keep getting a Popup Window headed up - Enter Network Password and the Server Field is populated with pop.gmail.com, my username "hgfowles" and a password (already entered) - when I click OK, the window just pops up again.

37 ∧ | ∨ • Reply • Share ›

Life Health Care ➤ vedanayagam • 3 years ago

the same problem

∧ | ∨ • Reply • Share ›
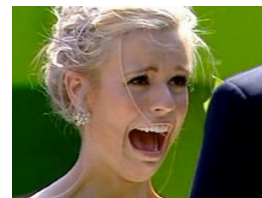
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Kaa Blue • 3 years ago

I have repeatedly tried configure outlook 2007 for my gmail account trying both imap and pop and it just doesn't work. I tried to do it automatically and manually and nothing get it done. When I get to the end and try the test it cannot connect to the server either as encrypted or unencrypted. It is very frustrating and I have no Idea what else to do. Can anyone help?

11 ∧ | ∨ • Reply • Share ›

Jinu Ashraf ➤ Kaa Blue • 2 years ago

hey.. goto the link and turn on the option. open outlook and try again https://www.google.com/sett...

1 ∧ | ∨ • Reply • Share ›

Syed Shaeed Sh ➤ Jinu Ashraf • 2 years ago

thank you man you are god............:)

∧ | ∨ • Reply • Share ›

akon ram ➤ Jinu Ashraf • 2 years ago

Dude u r juz great...after a long search it works because of the link u provided for us...Thq alots

∧ | ∨ • Reply • Share ›

Mike ➤ Jinu Ashraf • 2 years ago

THE LINK ABOVE IS THE ANSWER! Thank you Jinu!

∧ | ∨ • Reply • Share ›

Russell Strom ➤ Jinu Ashraf • 2 years ago

Thank you so much! Fixed the problem instantly!

Thank you so much! Fixed the problem instantly!

15 ∧ | ∨ • Reply • Share ›

Balakrishnan → Jinu Ashraf • 2 years ago

Thank You very very much Jinu Ashraf helping us with this useful tip. It was working well.

∧ | ∨ • Reply • Share ›

Sachin Raorane → Jinu Ashraf • 2 years ago

thank you man you are god............:)

∧ | ∨ • Reply • Share ›

imtnab → Jinu Ashraf • 2 years ago

Thank you so much Jinu Ashraf!!! That advice was God-sent, and has worked like a charm!!!!!!!!!!! I'm indebted to you...... :-D

∧ | ∨ • Reply • Share ›

Peter → Jinu Ashraf • 2 years ago

likewise - I have spent weeks looking for this answer - so simple - why is it not more readily available - you are godsend

∧ | ∨ • Reply • Share ›

Prabhuraj → Jinu Ashraf • 2 years ago

hi Jinu i tried everything
but stills its poping again

∧ | ∨ • Reply • Share ›

> **Balasubramani Caddur** → Prabhuraj • 2 years ago
>
> Try changing you ssl again and den save it
>
> ∧ | ∨ • Reply • Share ›

manish → Jinu Ashraf • 2 years ago

jinu Ashraf thank you so much problem solve...bro

∧ | ∨ • Reply • Share ›

Ankush Sandal → Jinu Ashraf • 2 years ago

Send test e-mail message: Outlook cannot connect to your outgoing (SMTP) e-mail server. If you continue to receive this message, contact your server administrator or Internet service provider (ISP). kindly help ?

∧ | ∨ • Reply • Share ›

> **Arun Kumar** → Ankush Sandal • 2 years ago
>
> Try increasing the "timeout period" in settings->advanced tab. Keep it to something like 4 minutes.
>
> ∧ | ∨ • Reply • Share ›

Aung Ko → Jinu Ashraf • 2 years ago

Thanks a millions of millions, bro

∧ | ∨ • Reply • Share ›

Vicky baba → Jinu Ashraf • 2 years ago

Thanksssssssssssss

∧ | ∨ • Reply • Share ›

Ricco → Jinu Ashraf • 2 years ago

Pure genius...... thank you!!!!!

∧ | ∨ • Reply • Share ›

Harsh Sharma → Jinu Ashraf • 2 years ago

Thank you so much Jinu Ashraf!!! God Bless You

∧ | ∨ • Reply • Share ›

Sameer → Jinu Ashraf • a year ago

Thanks!!! It's working now

∧ | ∨ • Reply • Share ›

Rakibul Hasan Anik → Jinu Ashraf • a year ago

like same as previous after turn it on. Can;t connect or test my gmail on outlook,

can u please help me ?

∧ | ∨ • Reply • Share ›

Vasya → Jinu Ashraf • a year ago

thanks, that helps.

∧ | ∨ • Reply • Share ›

PINOLEAKPES ENTERPRISES → Jinu Ashraf • 7 months ago

Hi Jinu Ashraf,

You are really a brilliant Guy.

you are a Geek.
Thank you Man!
You are the Best!!!!!!!!!

∧ | ∨ • Reply • Share ›

Mohan → Jinu Ashraf • 2 months ago

Works :-)

∧ | ∨ • Reply • Share ›

Balasubramani Caddur → Kaa Blue • 2 years ago

Great work buddy.....!!!! Thnx ALOTT....!!! ;-)

∧ | ∨ • Reply • Share ›

Palash Jhala Bhawsar • 3 years ago

still i am having problem during configure outlook according to your method. one dialog box shown like ENTER YOUR NETWORK PASSWORD

10 ∧ | ∨ • Reply • Share ›

Aljamre → Palash Jhala Bhawsar • 3 years ago

Same problem here, Any one knows the solution? Please

5 ∧ | ∨ • Reply • Share ›

Meliser → Aljamre • 3 years ago

Did anyone get an answer to this problem? I ma having the same issue. Need help here.

∧ | ∨ • Reply • Share ›

mukesh → Palash Jhala Bhawsar • 2 years ago

Hello friend for your solution plz check your google my account sign-in and security setting here you have to check on less secure app option then you will over come from your problem

∧ | ∨ • Reply • Share ›

Swetha Pattabhi • 3 years ago

hi all,

I have configured my gmail and yahoo account in outlook 2007 but the mails/changes i made in outlook client version are not reflecting in web version. Please advise why is it so...

5 ∧ | ∨ • Reply • Share ›

goldberg goldberg → Swetha Pattabhi • 3 years ago

hi swetha

∧ | ∨ • Reply • Share ›

Dipak.Gade → Swetha Pattabhi • 3 years ago

Which browser are using with version ?

∧ | ∨ • Reply • Share ›

vinod kumar • 3 years ago

I am having problems in setting up gmail to outlook 2007, i have followed your steps but for IMAP i have put incoming server as 993 and out going server as 587 , please help

∧ | ∨ • Reply • Share ›

Russell Smith • 3 years ago

Outlook email clients are gaining popularity due to higher level of futures in email service like business contact manager,manage emails in off-line mode and secure data handling. It also has disaster management like Inbox repair tool which has ability to handle minor cases of emails corruption in MS Outlook.

1 ∧ | ∨ • Reply • Share ›

Susanta Chakraborty • 3 years ago

The configuration will be like:

Incoming Mail (POP3) Server - (SSL):
pop.gmail.com
Use SSL: Yes
Port: 995

Outgoing Mail (SMTP) Server - (TLS or SSL):
smtp.gmail.com
Use Authentication: Yes
Port for TLS/STARTTLS: 587
Port for SSL: 465

it is advised to set/use SSL instead of TLS

Email Address: Put your complete email address (e.g. username@gmail.com or username@your_domain.com)
Password: Apply your (Gmail) password or the password you have successfully used in browser

In the outgoing server tab of the settings window: Turn on **require authentication** and select "**same settings as incoming server**"

Hope this will solve your query.

Hope this will solve your query.

∧ | ∨ • Reply • Share ›

Reetesh → Susanta Chakraborty • 3 years ago

Done exactly what you wrote above but the pop up on verifying password keeps on coming

∧ | ∨ • Reply • Share ›

Arun Kumar → Reetesh • 3 years ago

This might happen if you have 2 step verification turned on. In that case, you will have to use Google Account Settings to get an app password that you enter into the Outlook instead of regular password.

1 ∧ | ∨ • Reply • Share ›

Nicodemus → Arun Kumar • 2 years ago

This is the answer I needed! Thanks!!

∧ | ∨ • Reply • Share ›

Guest → Arun Kumar • 2 years ago

Hi,

I have tried the same instructions, But eventually it asks to enter network pswd.

Pls. help.

∧ | ∨ • Reply • Share ›

FiendDuke → Susanta Chakraborty • 3 years ago

These are just the settings. It does not solve the problem of repeated popups, even though all settings maybe correct.

∧ | ∨ • Reply • Share ›

priyanka.mechu → Susanta Chakraborty • 6 months ago

Hello Sir,
i faceing issue when outook testing
how to solve problem

∧ | ∨ • Reply • Share ›

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