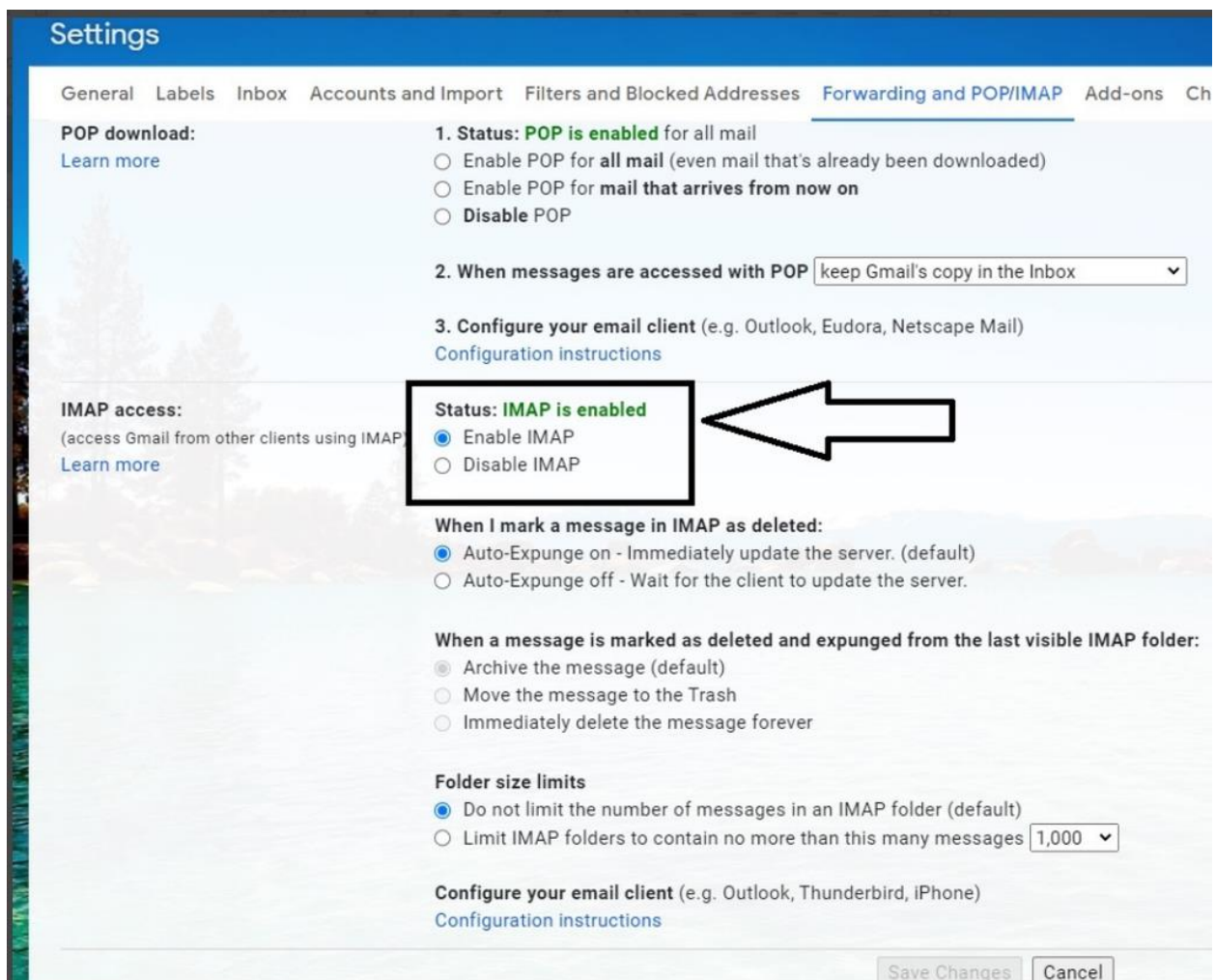


Steps to Configure Gmail Account into Outlook Windows App

Make sure Outlook2016 Desktop App has been installed in system.

SETUP 1:

1. Login the target email ID in any browser.
2. Go to Email Settings via <https://mail.google.com/mail/u/0/#settings/general> link.
3. Choose **Forwarding and POP/IMAP** sub-option (URL: <https://mail.google.com/mail/u/0/#settings/fwdandpop>)
4. Under IMAP Access section choose "Enable IMAP" and save the settings. *[If this option is already chosen then do not make any extra change]*



Settings

General Labels Inbox Accounts and Import Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Ch

POP download:
[Learn more](#)

1. Status: **POP is enabled** for all mail

☐ Enable POP for **all mail** (even mail that's already been downloaded)

☐ Enable POP for **mail that arrives from now on**

☐ Disable POP

2. When messages are accessed with POP ▼

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP access:
(access Gmail from other clients using IMAP)
[Learn more](#)

Status: **IMAP is enabled**

☒ Enable IMAP

☐ Disable IMAP

When I mark a message in IMAP as deleted:

☒ Auto-Expunge on - Immediately update the server. (default)

☐ Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IMAP folder:

☒ Archive the message (default)

☐ Move the message to the Trash

☐ Immediately delete the message forever

Folder size limits

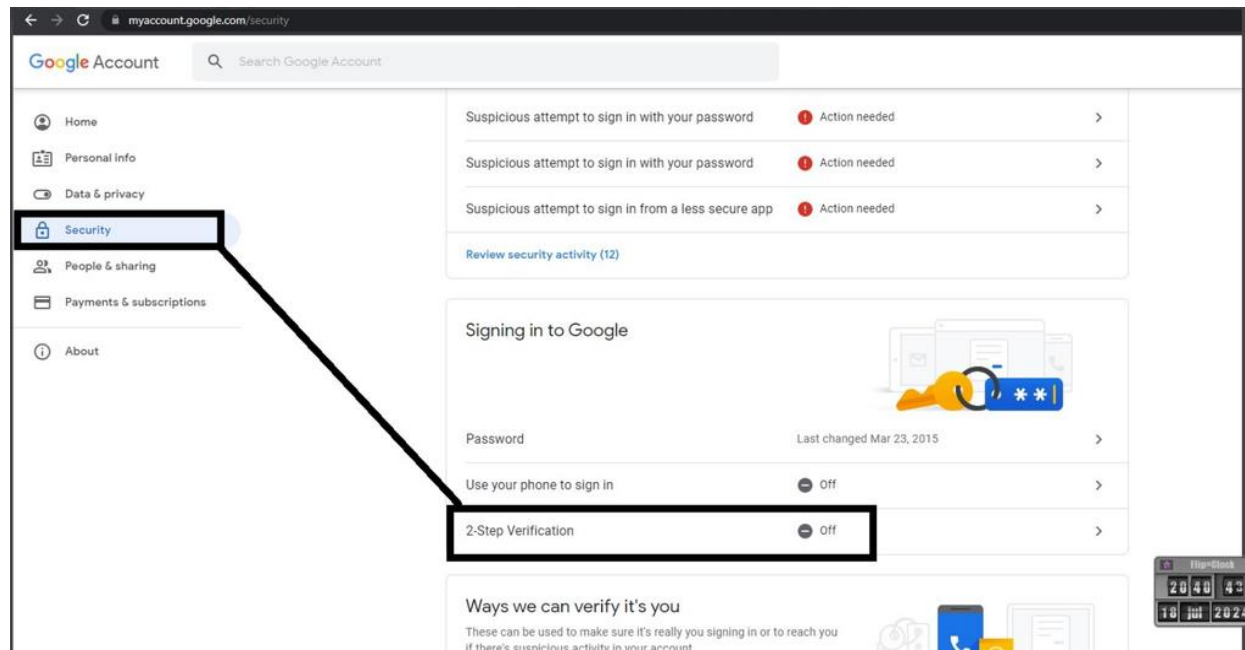
☒ Do not limit the number of messages in an IMAP folder (default)

☐ Limit IMAP folders to contain no more than this many messages ▼

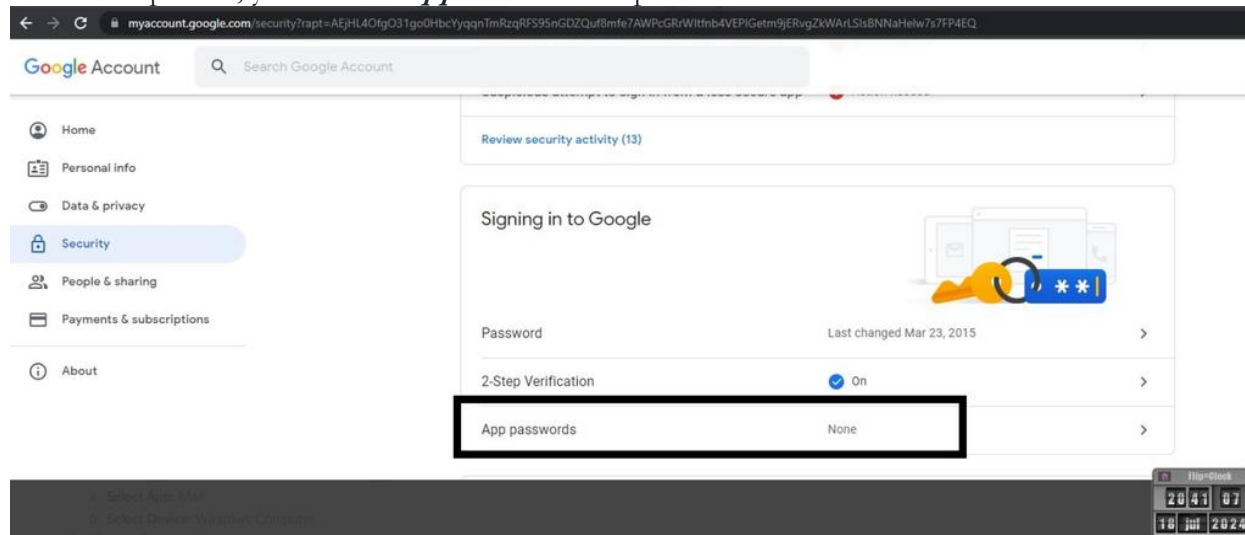
Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

SETUP 2:

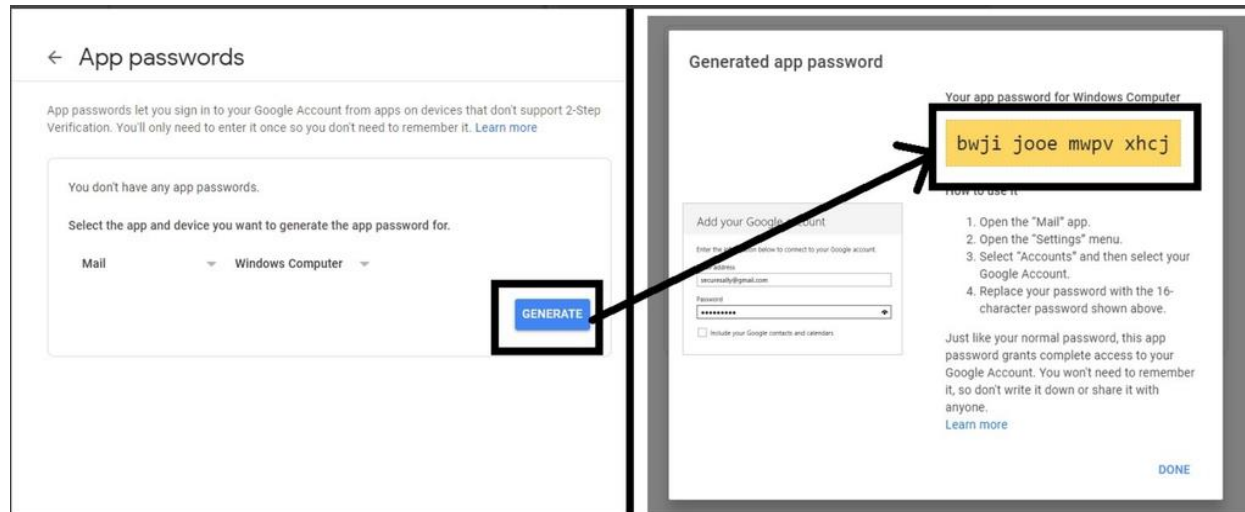
1. Click on Email Profile icon and click 'Manage your Google Account'
2. *Choose Security Option and under 'Signing in to Google' section please setup 2FA for email account*



- 1.
3. Once the 2FA setup done, you will see *App Passwords* option.



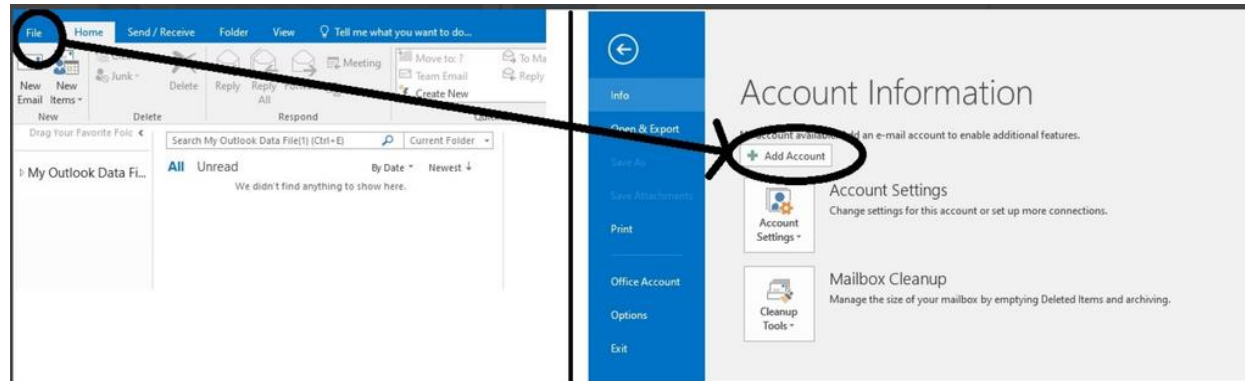
- 1.
4. Click on App Passwords and choose the following:
 1. **Select App:** Mail
 2. **Select Device:** Windows Computer
5. Click on Generate button.



- 1.
6. *It will generate a password for you. Please note the same in Notepad and we will use it in SETUP 3*

SETUP 3:

1. Open Outlook App.
2. Go to File and click on Add Account.



- 1.
3. You will see a popup: **Auto Account Setup**
4. Choose **Manul setup or additional server types.**

Add Account

Auto Account Setup
Manual setup of an account or connect to other server types.

☐ E-mail Account

Your Name:
Example: Ellen Adams

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

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

☒ **Manual setup or additional server types**

< Back **Next >** Cancel

- 1.
5. Click on Next
6. Select POP or IMAP option and click Next.

Add Account

Choose Service

☐ Outlook.com or Exchange ActiveSync compatible service
Access email, calendars, contacts, and tasks

☒ **POP or IMAP**
Connect to a POP or IMAP email account

< Back **Next >** Cancel

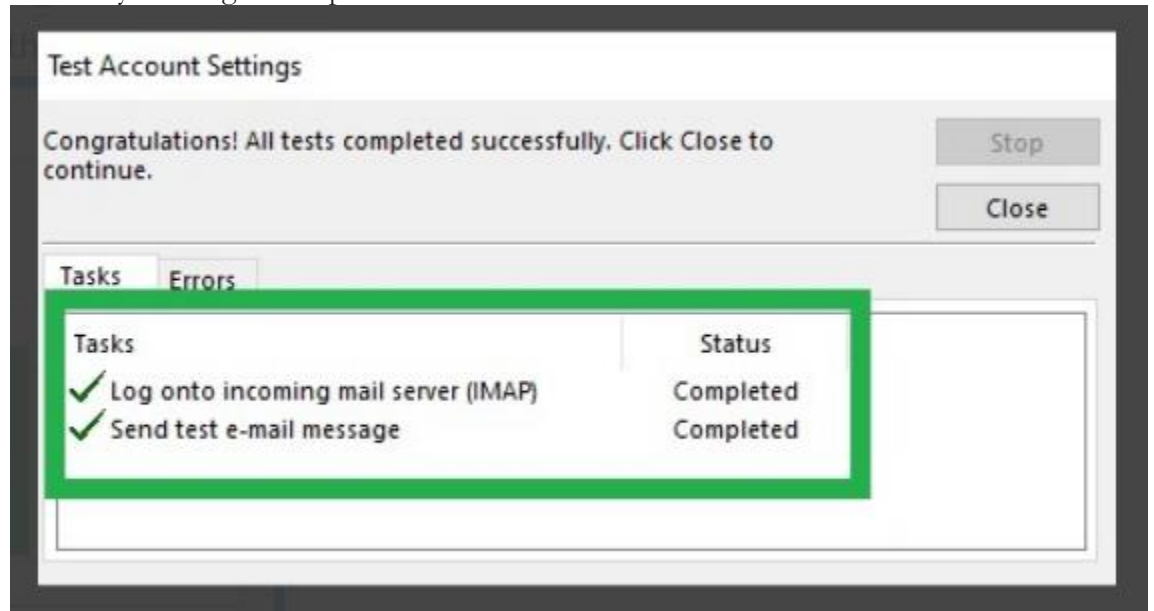
- 1.
7. In Next window fill the following information:
 1. **User Information:**
 1. **Your Name :** Any name say -> QA Test
 2. **Email Address:** Targeted email address
 2. **Server Information:**
 1. **Account Type:** IMAP

2. **Incoming mail server:** imap.gmail.com
3. **Outgoing mail server:** smtp.gmail.com
3. **Logon Information:**
 1. **User Name:** Targeted email address
 2. **Password:** Targeted email password

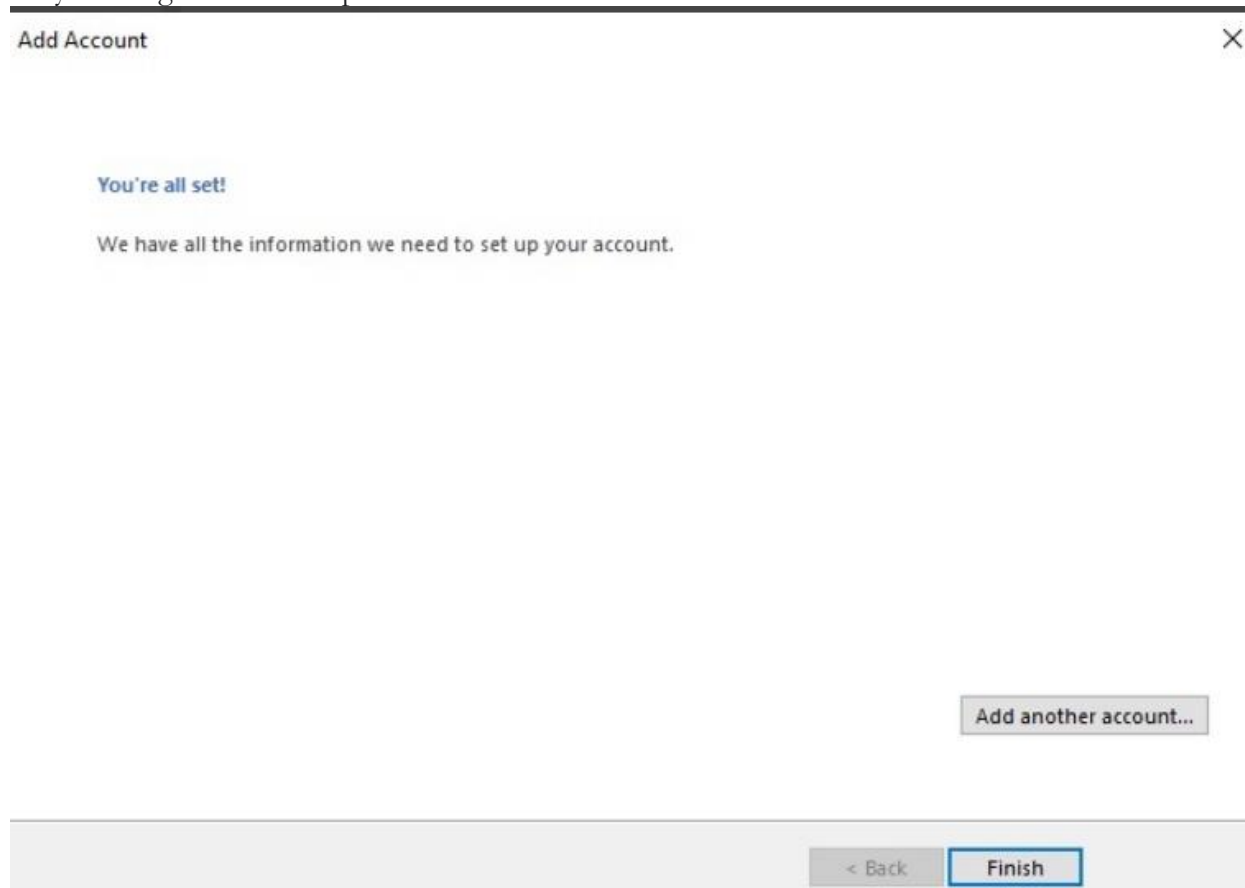
1. Click More Settings>>Outgoing Server
9. Check the checkbox.
10. Go to Advanced tab and fill the following information:
 1. **For encrypted connection:** Choose SSL from drop down.
 2. **IMAP Port Number:** 993
 3. **SMTP Port Number:** 465

1. Click OK then Click Next
12. Now you will see new popup with already filled email and password.

13. **If you click on ok then it will keep asking password and you will stuck in a loop.**
14. Just, Copy and Paste the App Passwords, which we have generated in SETUP 2
15. Now make sure you will get Completed Status for both the tasks as below.



- 1.
16. At the end you will get Finish Setup Window.



- 1.
17. Let's wait until your emails sync with outlook.

Congratulations!! If you done with the above 3 setups then you can start your testing in Outlook Desktop App.