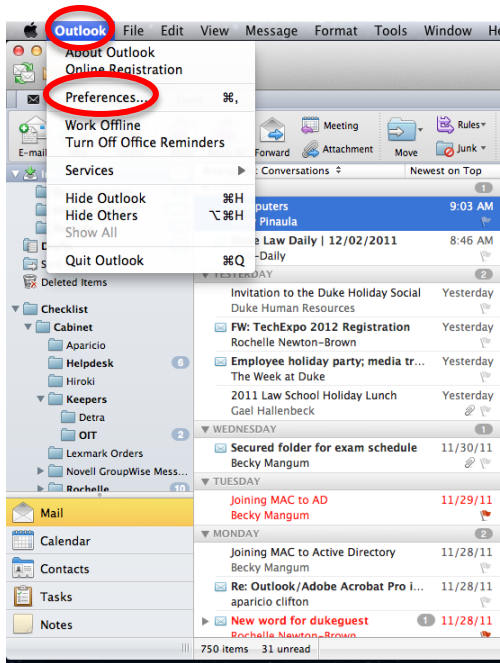
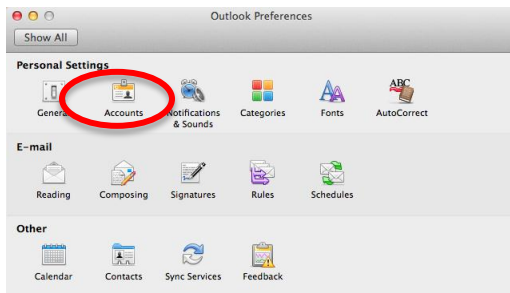


How to Configure Gmail Account in Outlook 2011

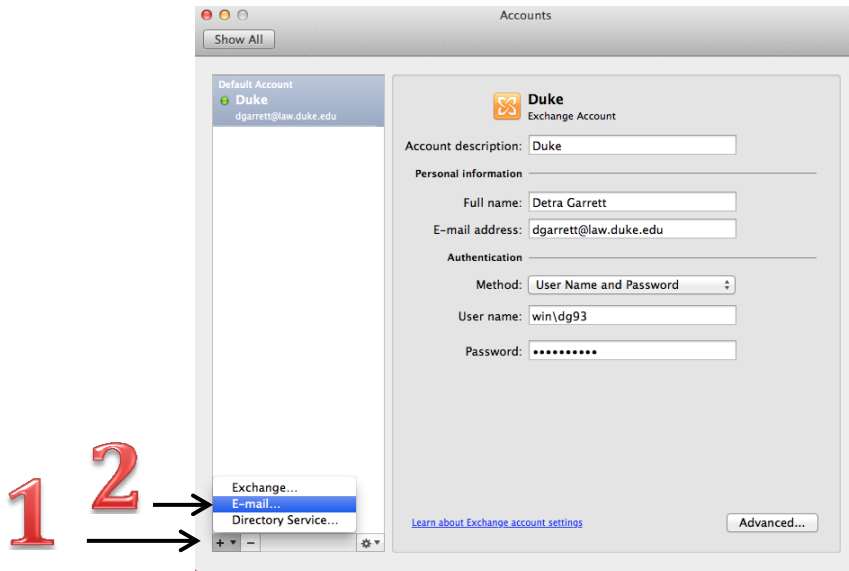
While in your existing Outlook email account, click **Outlook** then **Preferences**



Click **Accounts**

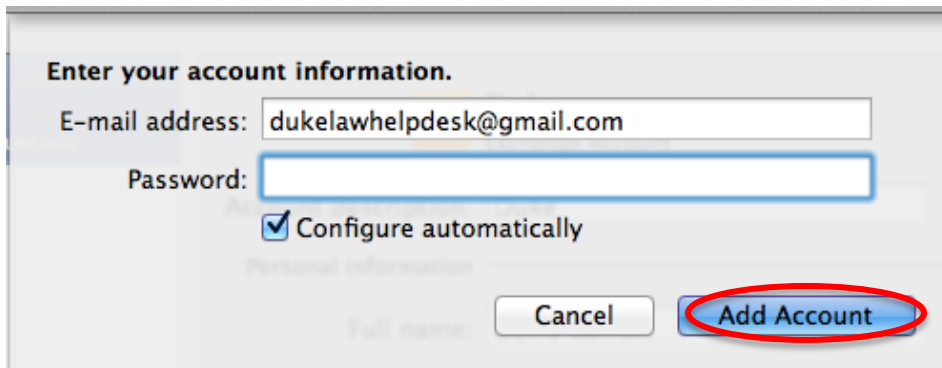


Click the '+' then select **E-Mail**



Enter the **E-mail address** and **Password** for the Gmail account

Click **Add Account**



Enter the following information for the Gmail account:

Account description (*You can customize the name of the added Gmail account*)

Full name: (This is how you would like your name displayed on the Gmail account)

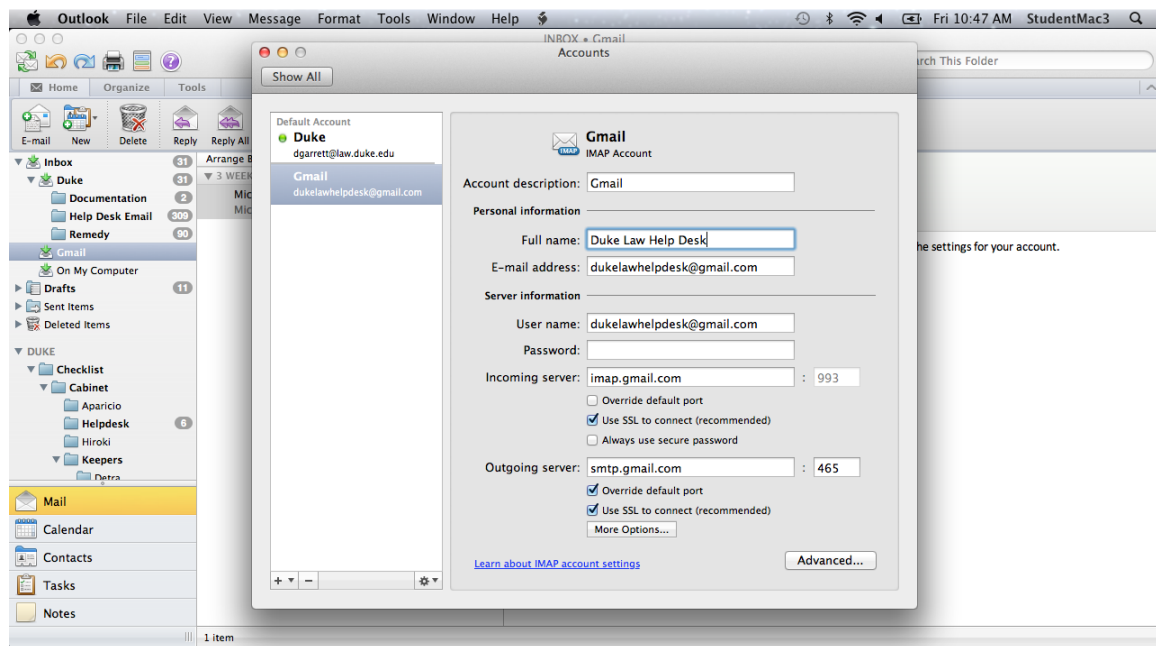
Enter the **E-mail address** of the Gmail account

User name: (Enter the Gmail email address)

Password: (Enter the Gmail account password)

Incoming server: imap.gmail.com / **Port:** 993

Outgoing server: smtp.gmail.com / **Port:** 465



After the Gmail account has been successfully configured:

- 1) An Outlook test message will be received and 2) The Gmail account will appear in left reading pane.

(It may take a while for all of your Gmail email messages to appear in Outlook)

