



Add Your Gmail Account to Outlook 2010 using POP

Are you excited about the latest version of Outlook, and want to get it setup with your Gmail accounts? Here's how you can easily add your Gmail account using POP to Outlook 2010.

Getting Started

Log into your Gmail account and go to your settings page. Under the *Forwarding and POP/IMAP* tab make sure POP is enabled. You can choose to enable POP access for all new mail that arrives from now on, or for all mail in your Gmail account. On the second option, we suggest you chose *keep Gmail's copy in the Inbox* so you can still access your emails on the Gmail server.

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Disable forwarding
 Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by [creating a filter!](#)

1. Status: POP is enabled for all mail that has arrived since 10/19/09
 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](#)

1. Status: IMAP is disabled
 Enable IMAP
 Disable IMAP

2. Configure your email client (e.g. Outlook, Thunderbird, iPhone)
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Matthew digs up tasty bytes about Windows, Virtualization, and the cloud, and serves them up for all to enjoy!



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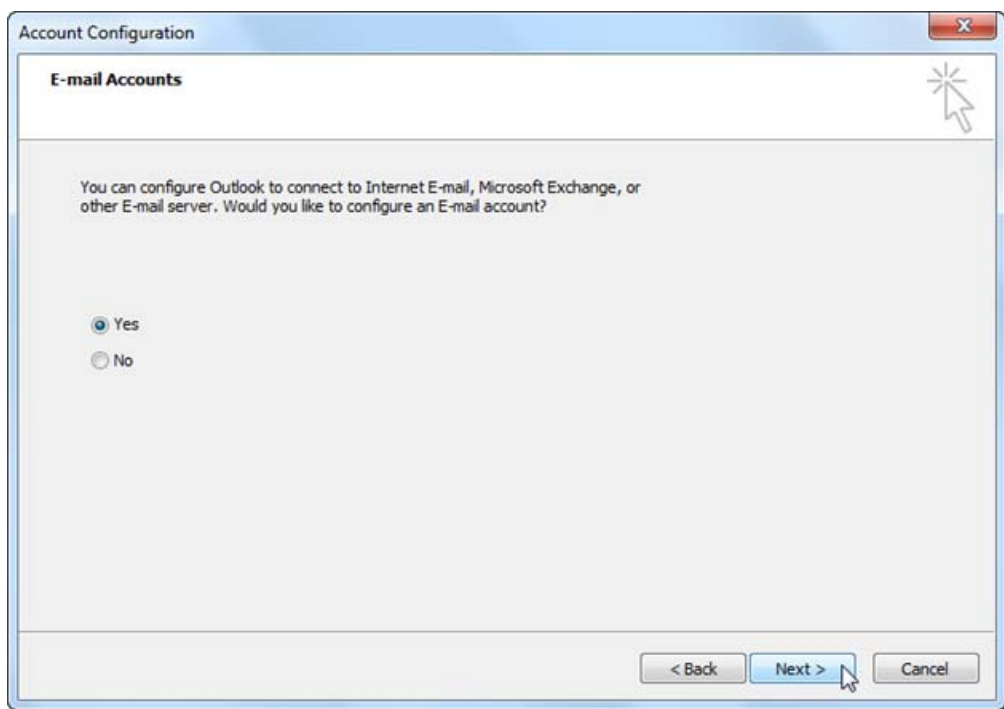
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Add Your Account to Outlook 2010

If you haven't run Outlook 2010 yet, click *Next* to start setup and add your email account.



Select **Yes** to add an email account to Outlook. Now you're ready to start entering your settings to access your email.



Or, if you've already been using Outlook and want to add a new POP account, click *File* and then select *Add Account* under *Account Information*.

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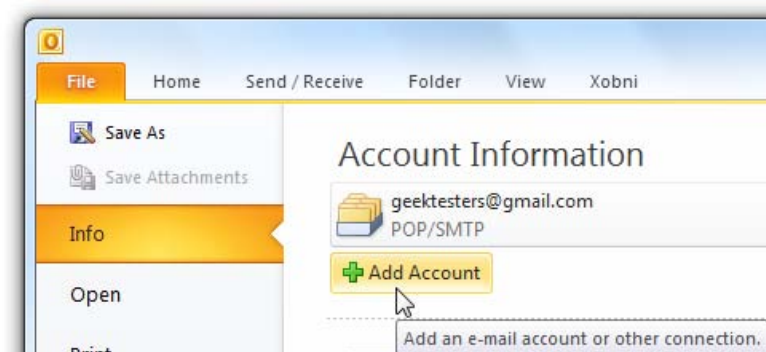
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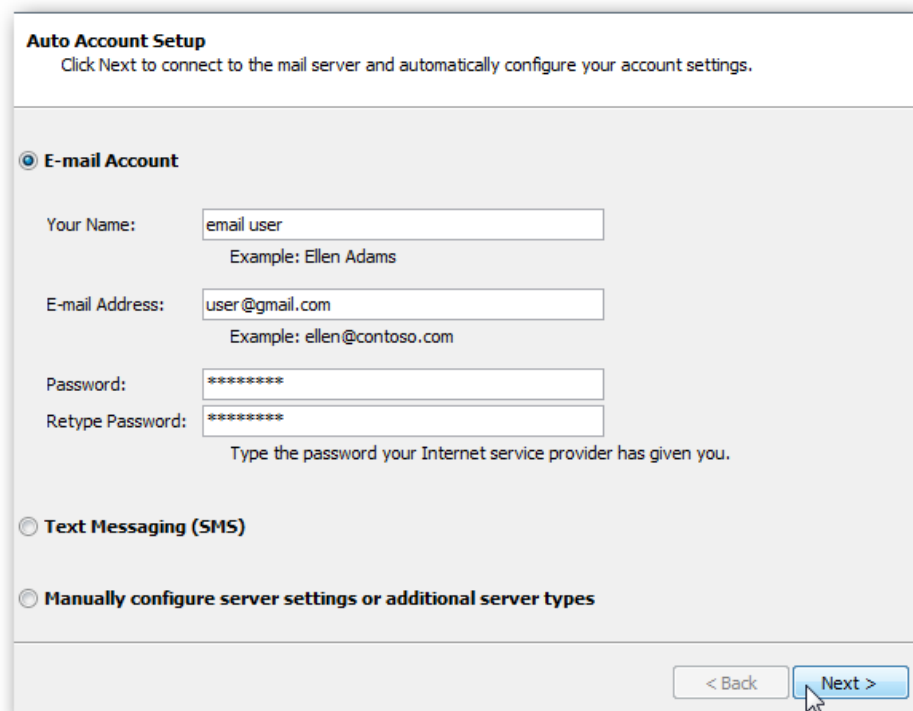
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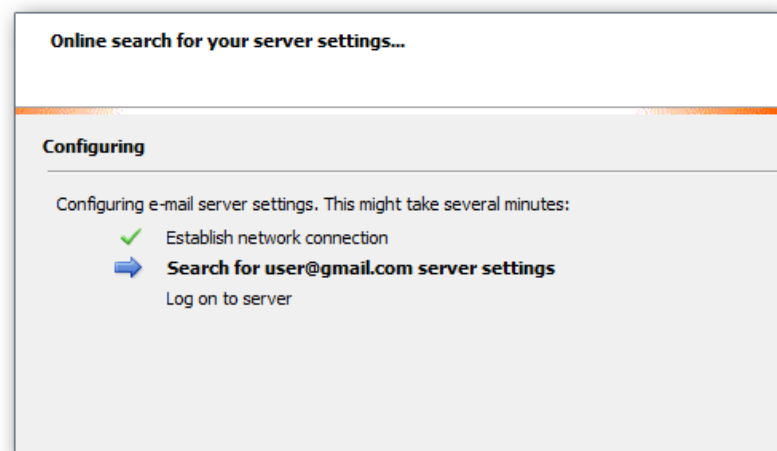
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Outlook 2010 can often automatically find and configure your account with just your email address and password, so enter these and click *Next* to let Outlook try to set it up automatically.

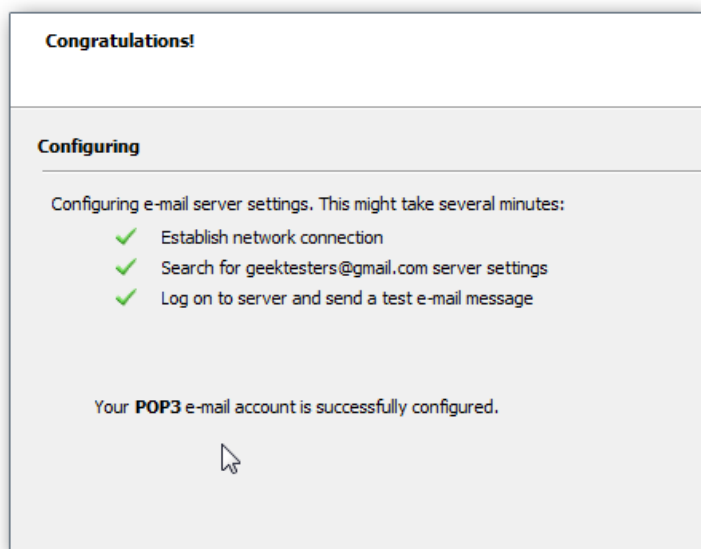


Outlook will now scan for the settings for your email account.



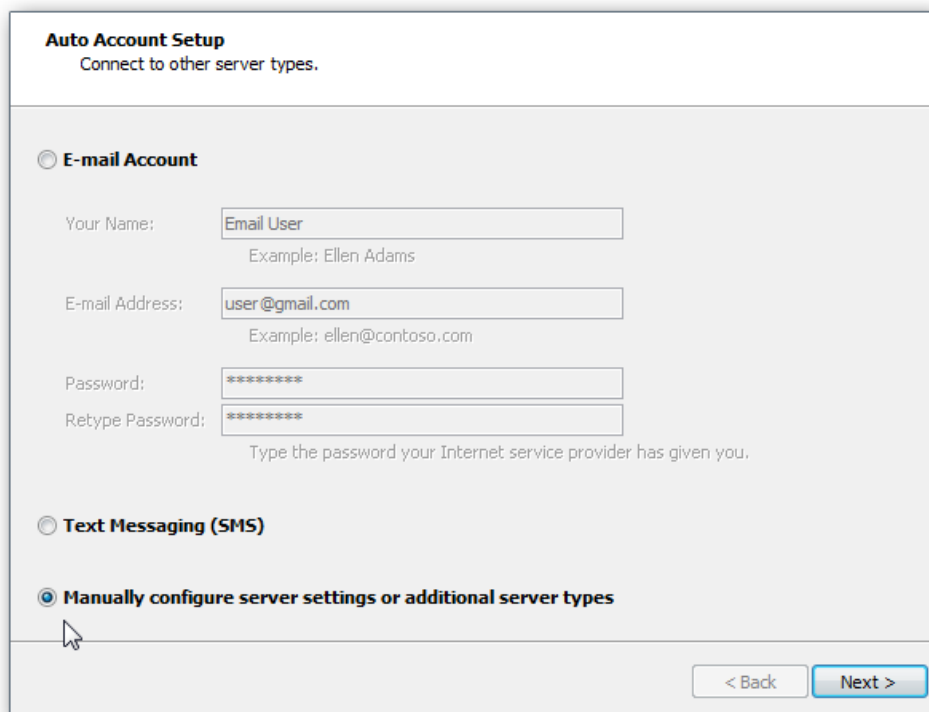
If Outlook was able to find settings and configure your account automatically, you'll see this success screen. Depending on your setup, Gmail is automatically setup, but

sometimes it fails to find the settings. If this is the case, we'll go back and manually configure it.

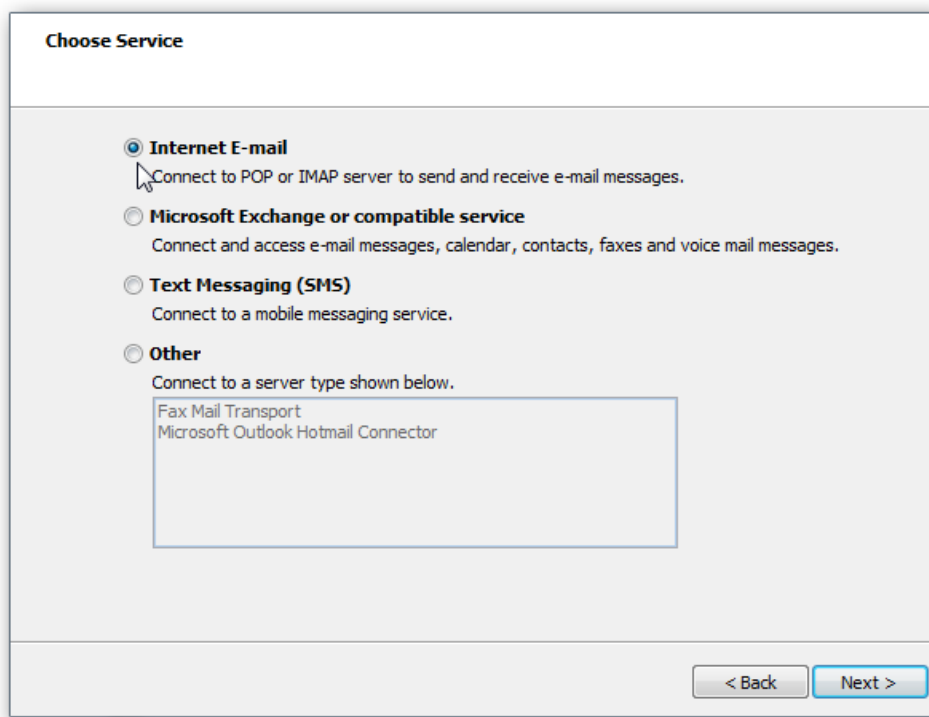


Manually Configure Outlook for Gmail

Back at the account setup screen, select *Manually configure server settings or additional server types* and click *Next*.



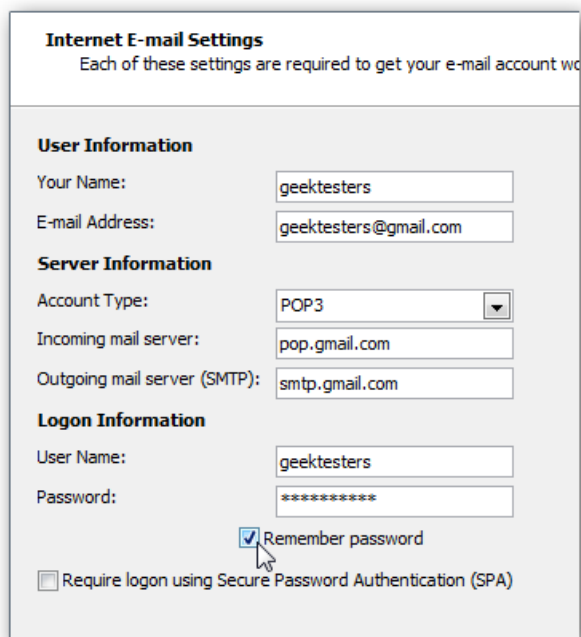
Select *Internet E-mail* and then click *Next*.



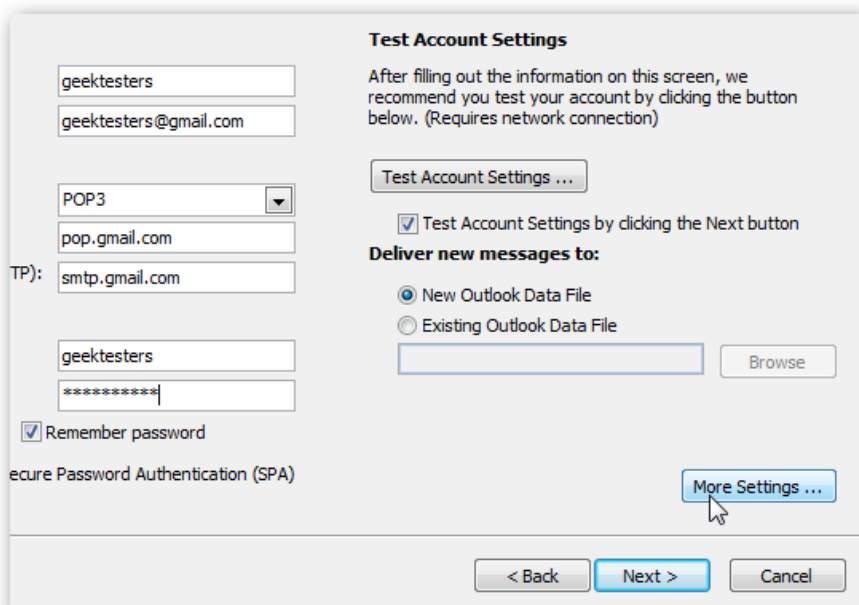
Enter your username, email address, and log in information. Under Server information enter in the following:

- Account Type: POP3
- Incoming mail server: pop.gmail.com
- Outgoing mail server: smtp.gmail.com

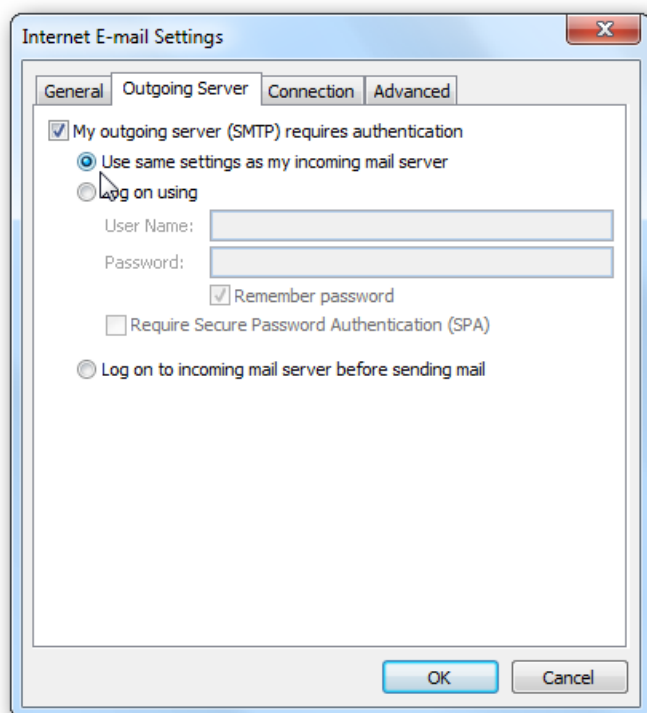
Make sure to check *Remember password* so you don't have to enter it every time.



After that data is entered in, click on the More Settings button.



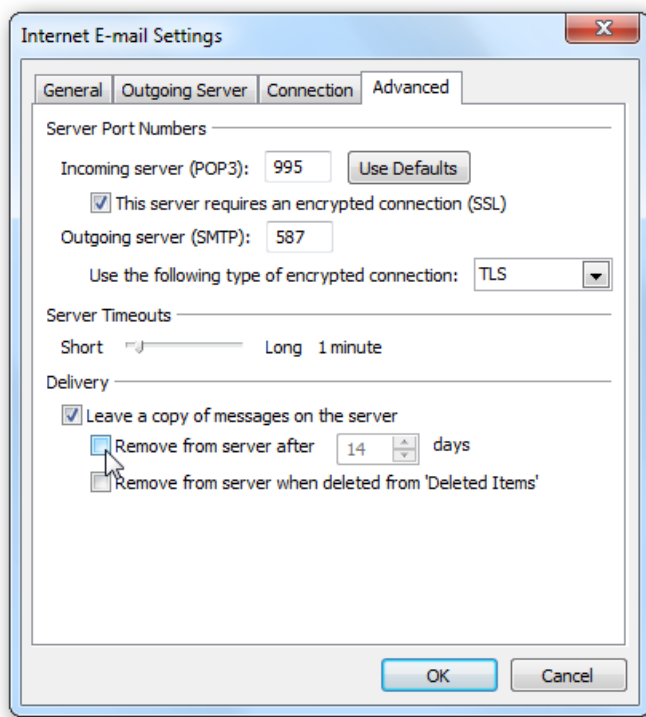
Select the *Outgoing Server* tab, and check *My outgoing server (SMTP) requires authentication*. Verify *Use same settings as my incoming mail server* is marked as well.



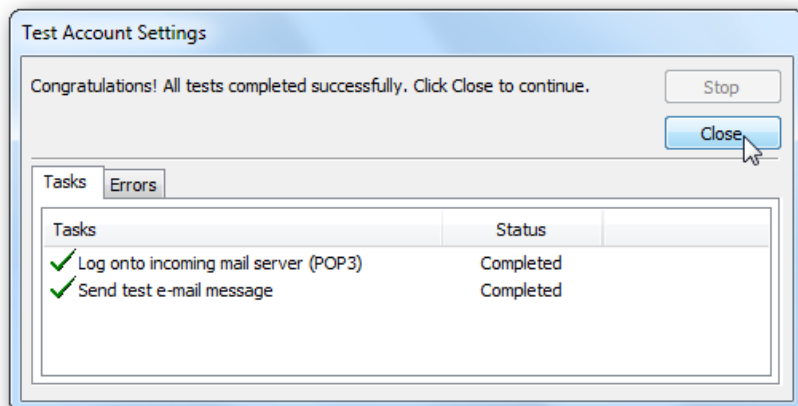
Next select the *Advanced* tab and enter the following information:

- Incoming Server (POP3): 995
- Outgoing server (SMTP): 587
- Check This server requires an encrypted connection (SSL)
- Set Use the following type of encrypted connection to TLS

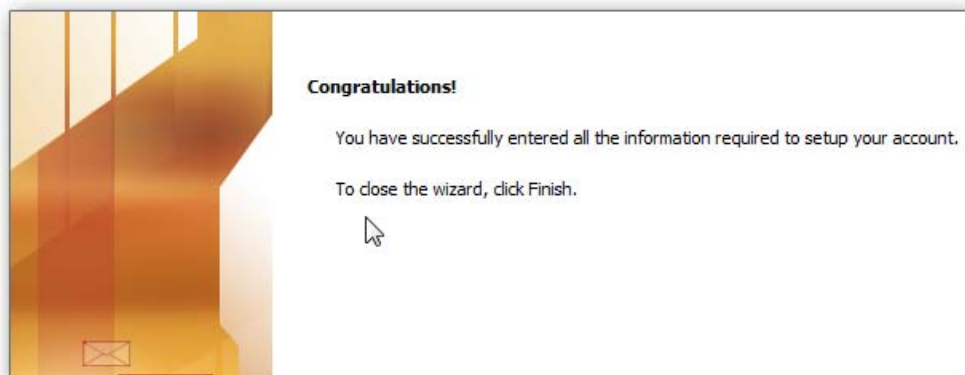
You also might want to uncheck the box to *Remove messages from the server after a number of days*. This way your messages will still be accessible from Gmail online.



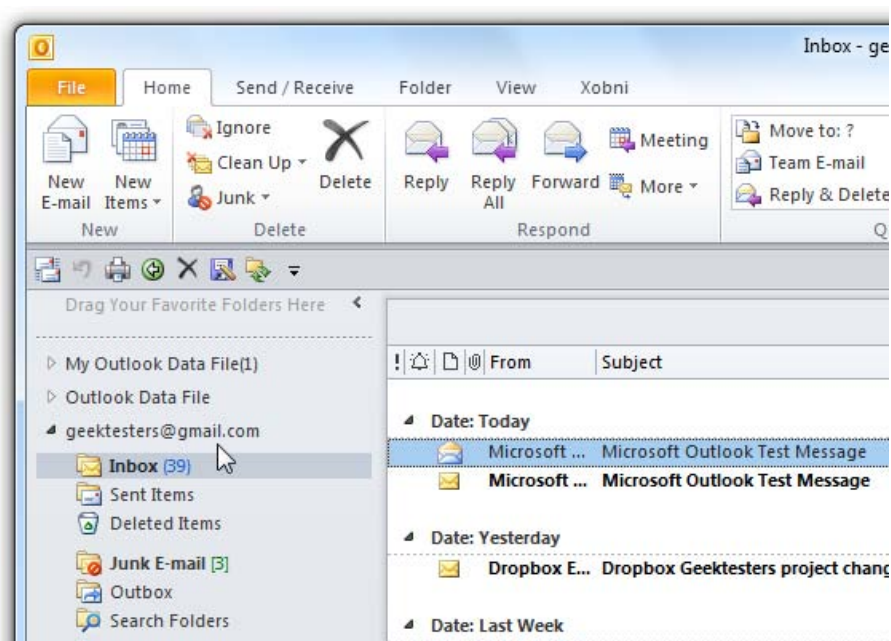
Click OK to close the window, and then click *Next* to finish setting up the account. Outlook will test your account settings to make sure everything will work; click *Close* when this is finished.



Provided everything was entered in correctly, you'll be greeted with a successful setup message...click Finish.



Gmail will be all ready to sync with Outlook 2010. Enjoy your Gmail account in Outlook, complete with fast indexed searching, conversation view, and more!




Conclusion

Adding Gmail using the POP setting to Outlook 2010 is usually easy and only takes a few steps. Even if you have to enter your settings manually, it is still a fairly simple process. You can add multiple email accounts using POP3 if you wish, and if you'd like to sync IMAP accounts, check out our tutorial on [setting up Gmail using IMAP in Outlook 2010](#).

This article was originally written on 05/19/10

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