

# Outlook Express

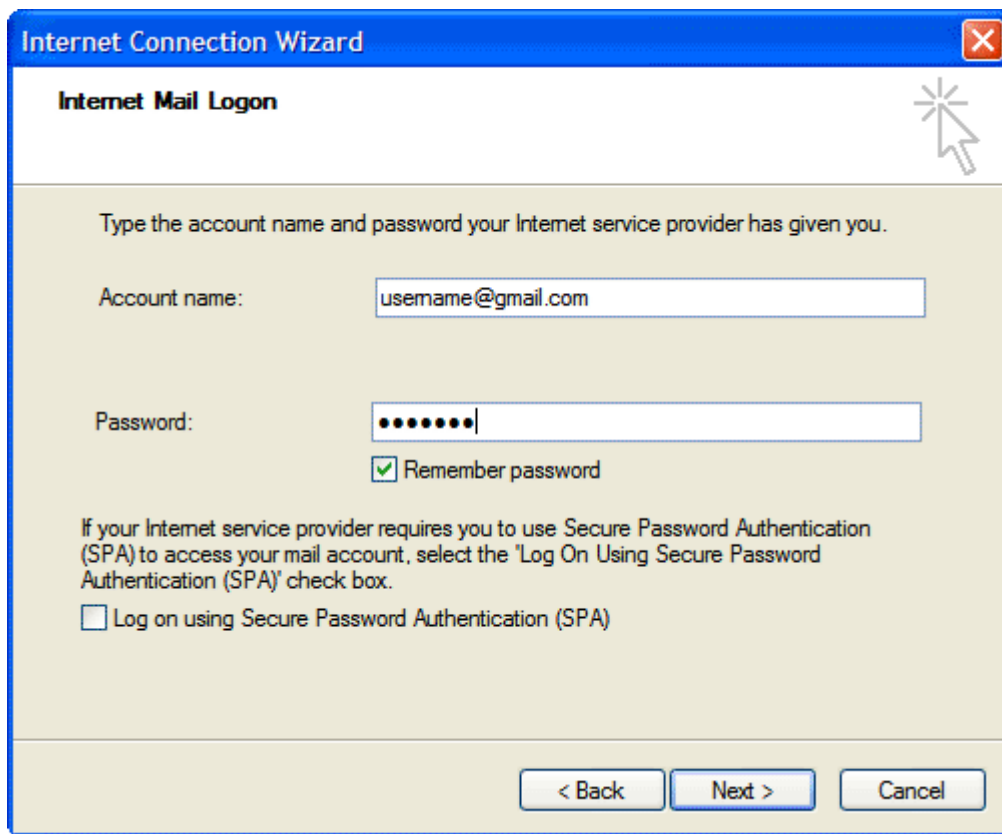
## [Task](#)

### The Quick Answer

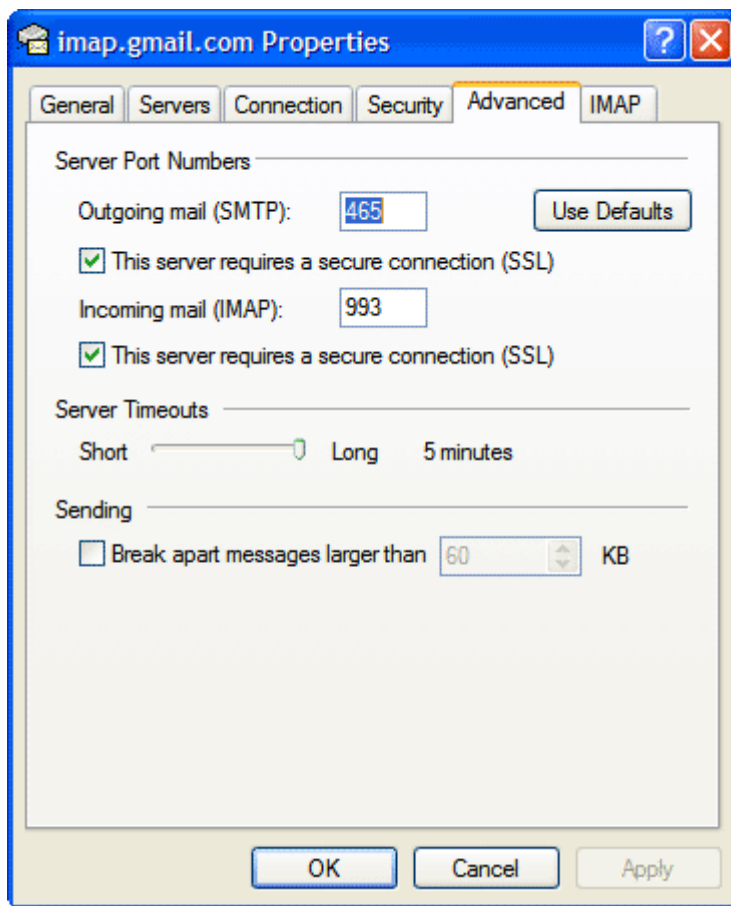
- Follow the instructions below to set up IMAP access in Outlook Express.
- [Google Apps](#) users, please follow the default instructions unless otherwise noted, replacing 'your\_domain.com' with your actual domain name.

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

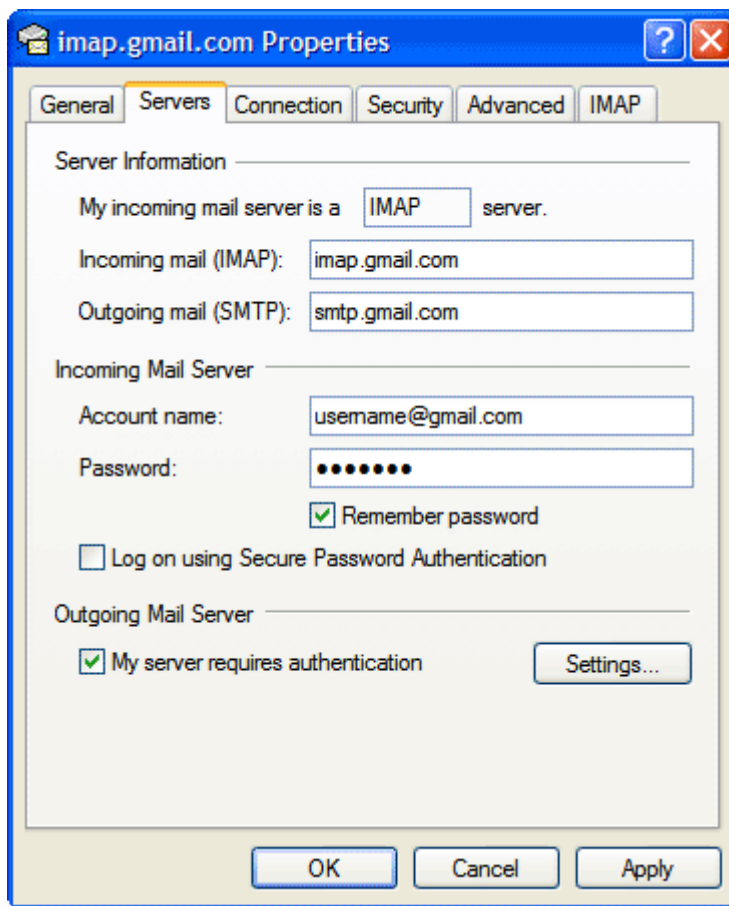
1. [Enable IMAP in Gmail](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook Express.
3. Click the **Tools** menu, and select **Accounts...**
4. Click **Add**, and then click **Mail...**
5. Enter your name in the 'Display name' field, and click **Next**.
6. Enter your full email 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'.



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.