

# How can I setup email in Outlook 2007?

4 Administrator Wed, Oct 7, 2009 [Computer and Technology](#) 0 5230

To set up your Outlook 2007 client to work with Gmail:

1. Open Outlook.
2. For new setups, select **Do not upgrade**.
3. Click **Yes**.
4. Enter your display name, email address (including '@gmail.com'), and password.  
Google Apps users, enter your full email address, e.g.  
'username@your\_domain.com.'
5. Select the 'Manually configure server settings or additional server types' checkbox.

**Add New E-mail Account**

**Auto Account Setup**

**Your Name:** My Name  
Example: Barbara Sankovic

**E-mail Address:** username@gmail.com  
Example: barbara@contoso.com

**Password:** \*\*\*\*\*

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

☒ **Manually configure server settings or additional server types**

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6. Select **Internet E-mail**.
7. Settings: name, full email address (including '@gmail.com' or '@your\_domain.com')
  - In the **Account Type** dropdown menu, select **IMAP**; enter the incoming and outgoing server names shown below.

- In the 'User Name' field, give your full Gmail address, including '@gmail.com' or '@your\_domain.com.'
- After creating these settings, clicking **Next** takes you to the end of the setup.

**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: My Name

E-mail Address: username@gmail.com

**Server Information**

Account Type: IMAP

Incoming mail server: imap.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

**Logon Information**

User Name: username@gmail.com

Password: \*\*\*\*\*

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

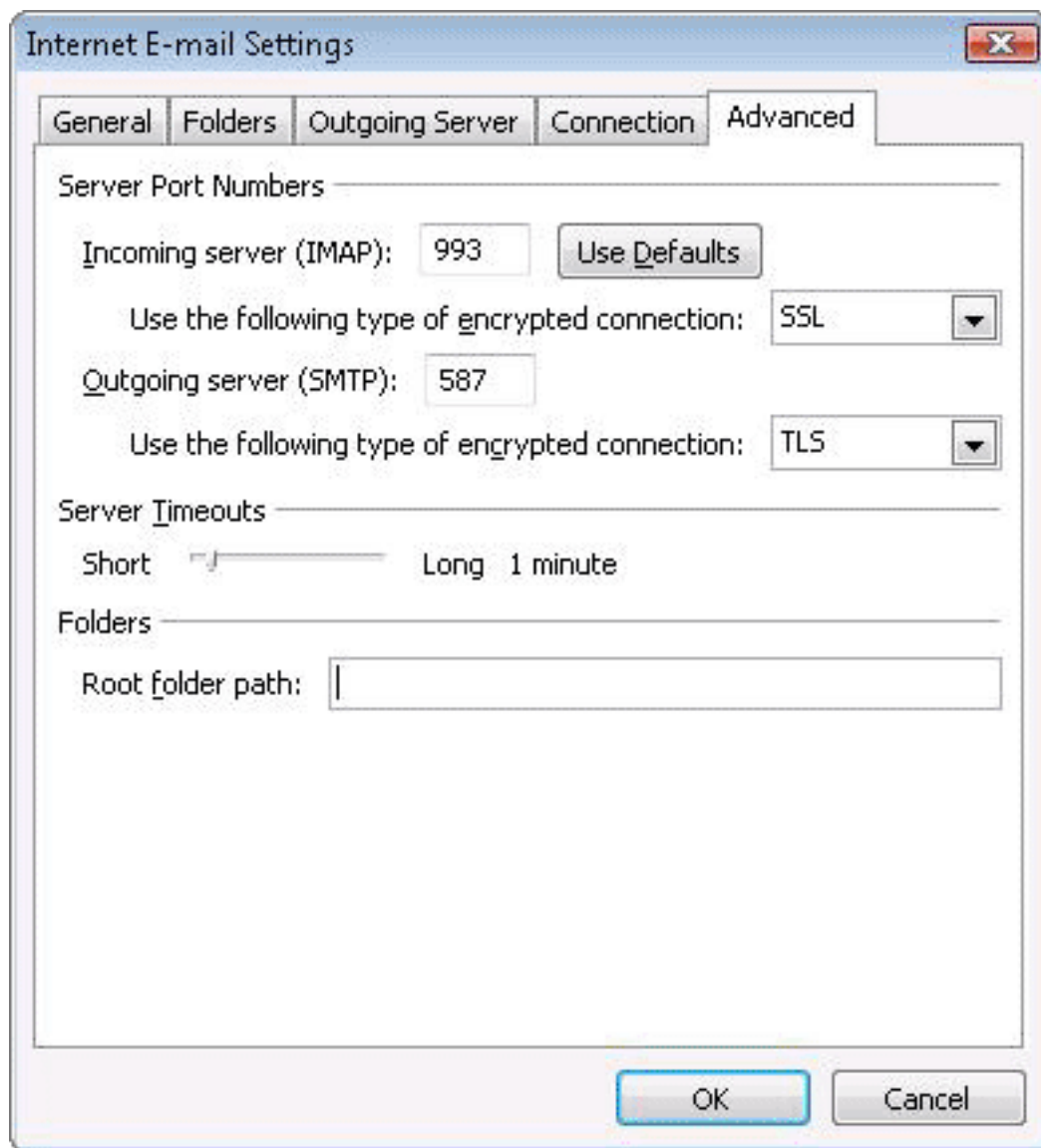
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

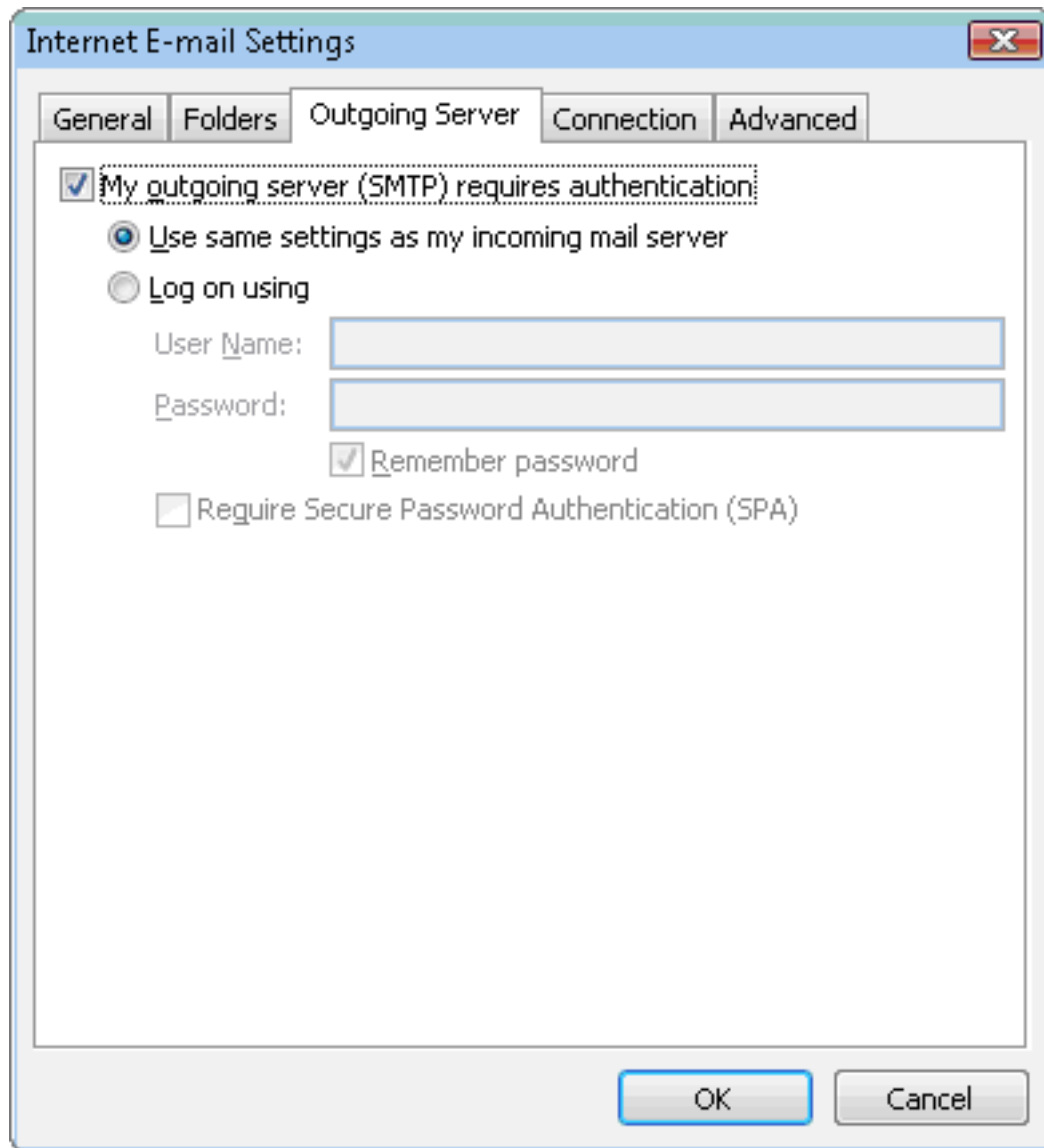
More Settings ...

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8. In the **Tools** menu, select **Options** then **Mail Setup**. Under 'Email Accounts,' click **E-mail Accounts**.
9. Select an account, and click **Change** above the list of accounts. Click **More Settings**, then the **Advanced** tab.
  - Incoming server must be 993, and must use SSL encryption.
  - Outgoing server can use 587, TLS encryption.



10. Click the **Outgoing Server** tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected. The radio button 'Use same settings as my incoming mail server' should also be selected.



11. Click **OK** >**Next** >**Finish** >**Close** >**OK**.

Online URL:

<https://www.articlediary.com/article/how-can-i-setup-email-in-outlook-2007-4.html>