How can I setup email in Outlook 2007?

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.

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.
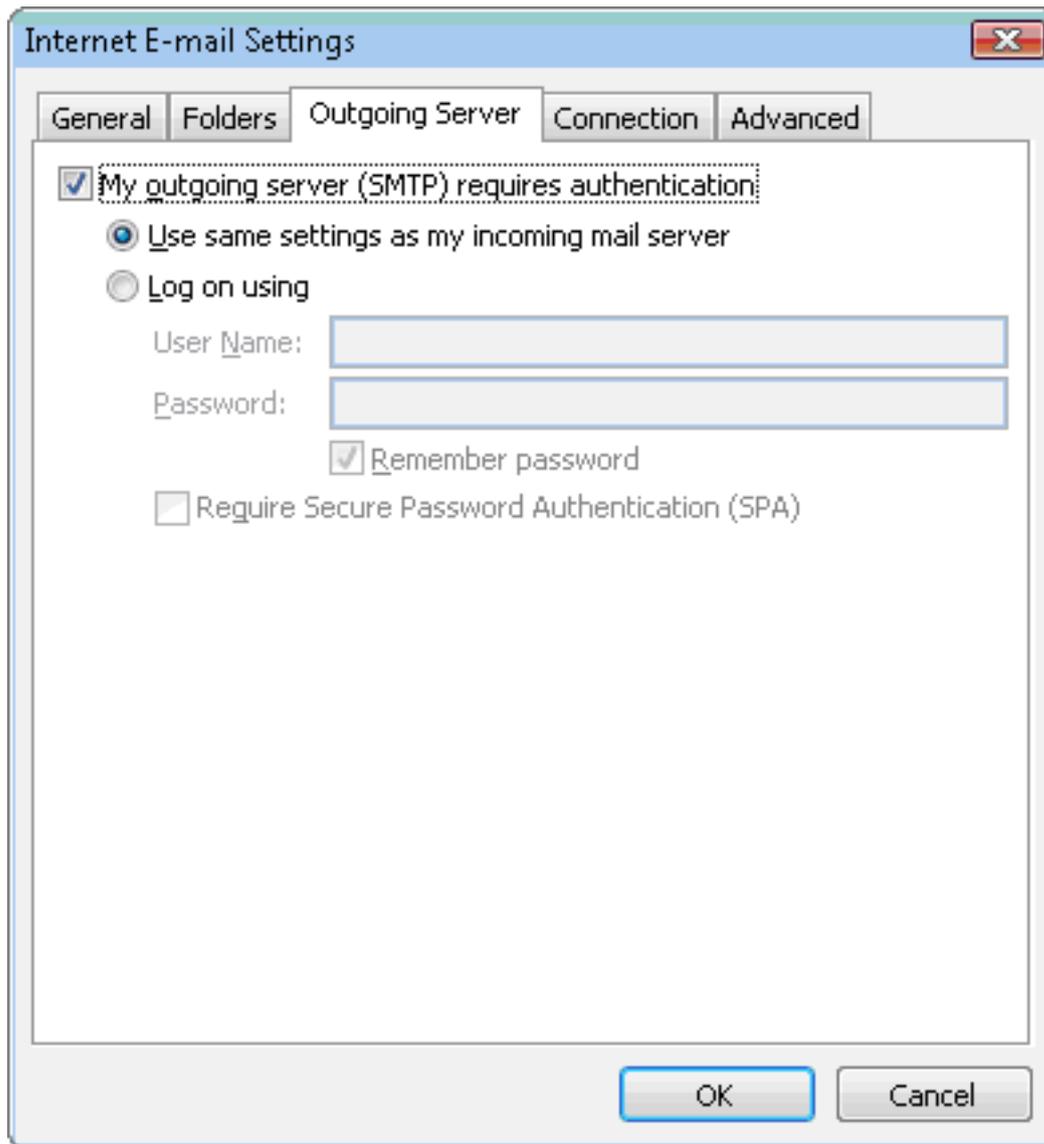

8. In the **Tools** menu, select **Options** then **Mail Setup**. Under 'Email Accounts,' click **E-mail Accounts**.
9. Select an account, and click **Change** above the list of accounts. Click **More Settings**, then the **Advanced** tab.
   - Incoming server must be 993, and must use SSL encryption.
   - Outgoing server can use 587, TLS encryption.
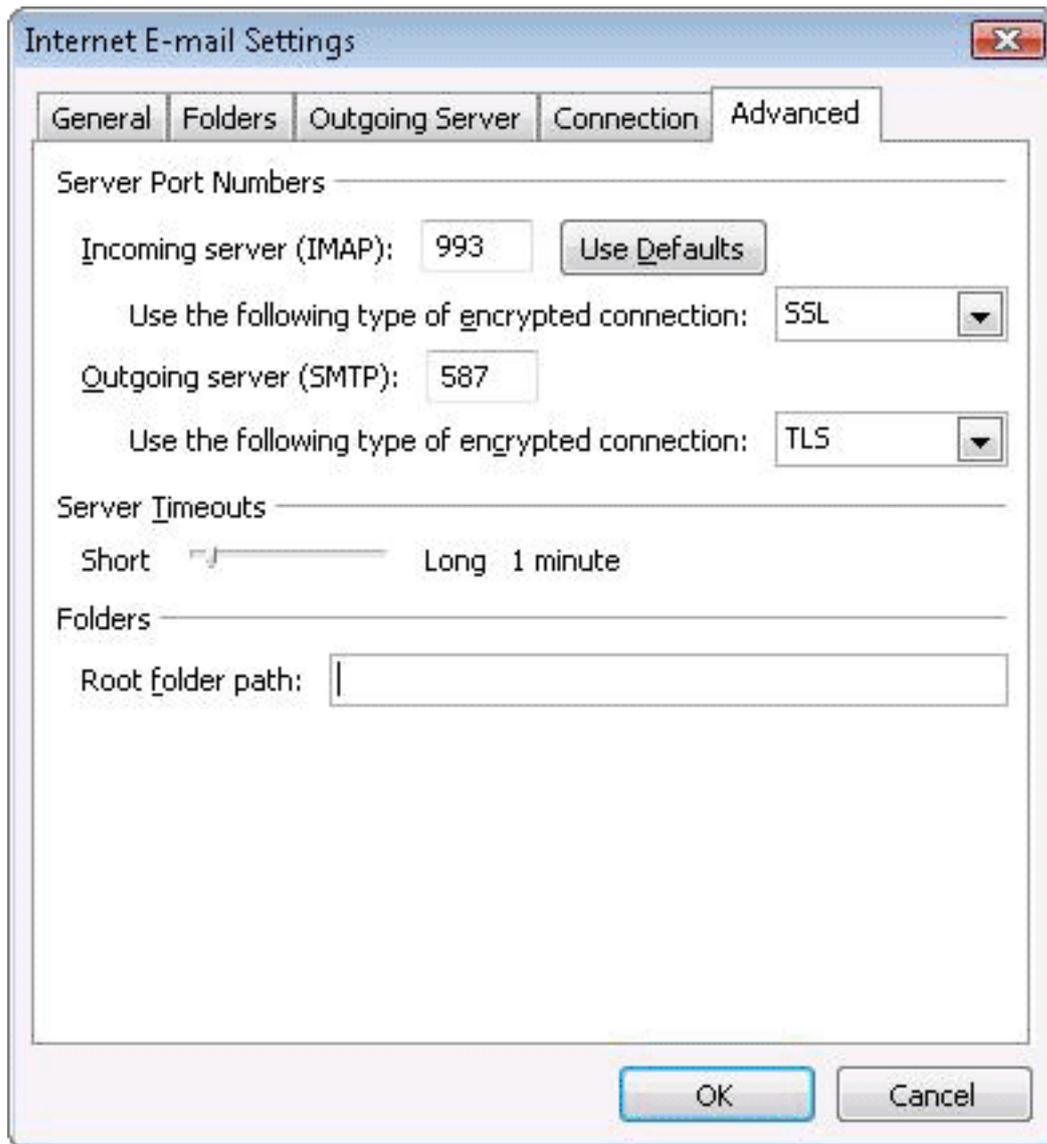
10. Click the **Outgoing Server** tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected. The radio button 'Use same settings as my incoming mail server' should also be selected.

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