



## **A guide to setting your email client to work with gmail**

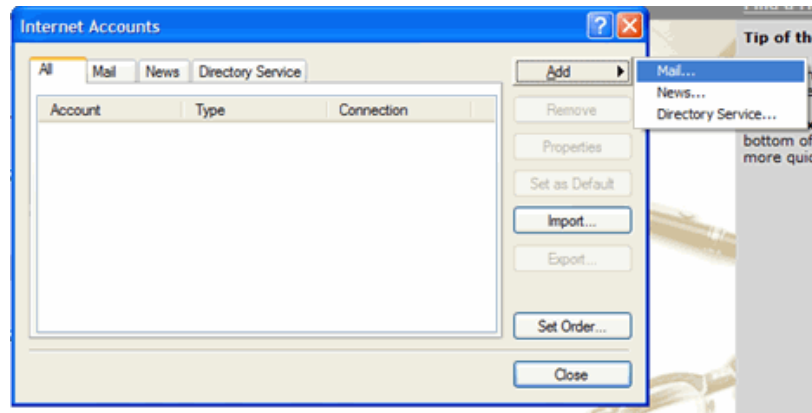
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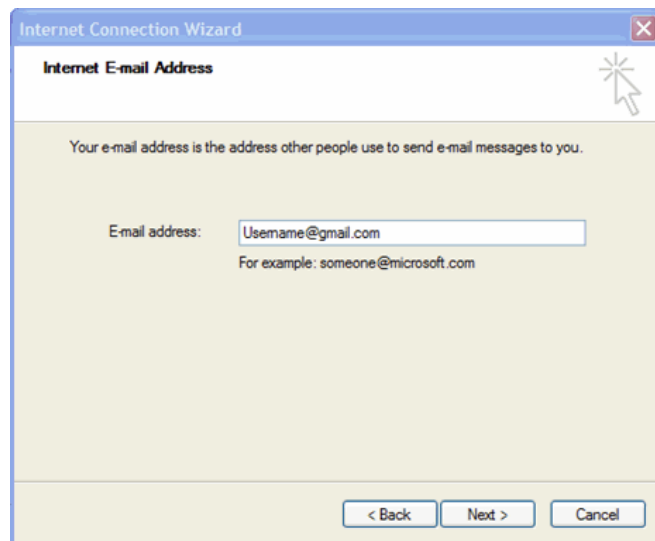
## Outlook Express

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

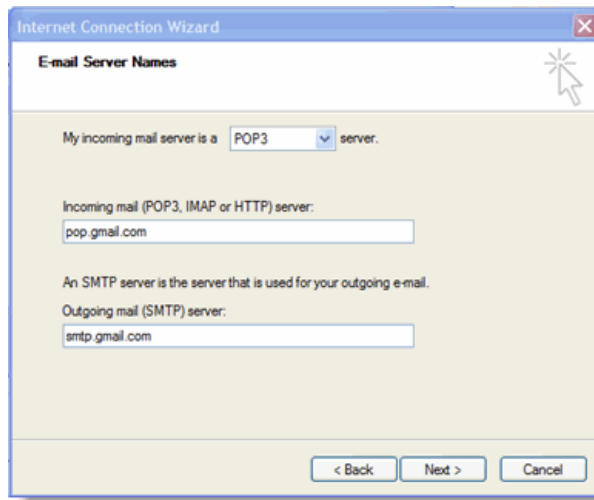
1. [Enable POP in your email account](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook or Outlook Express.
3. Click the **Tools** menu, and select **Accounts...**
4. Click **Add**, and then click **Mail...**



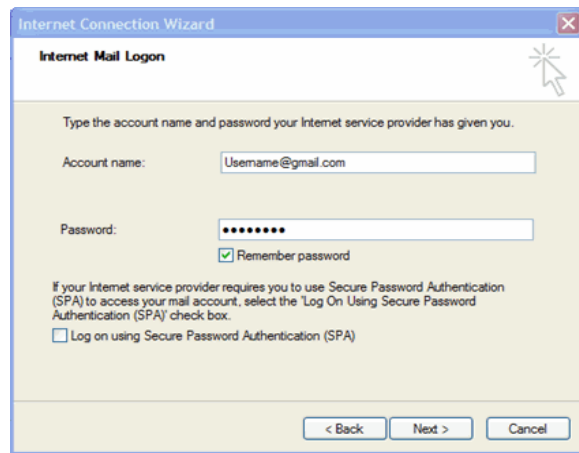
5. Enter your name in the **Display name:** field, and click **Next**.
6. Enter your full Gmail email address (username@omniglobe.ca) in the **Email address:** field, and click **Next**.



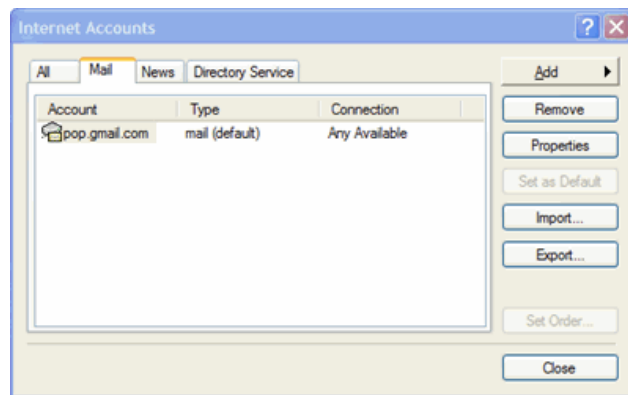
7. Enter pop.gmail.com in the **Incoming mail (POP3, IMAP or HTTP) server:** field. Enter smtp.gmail.com in the **Outgoing mail (SMTP) server:** field.



8. Click **Next**.
9. Enter your full email address (username@omniglobe.ca) in the **Account name:** field. Enter your email password in the **Password:** field, and click **Next**.

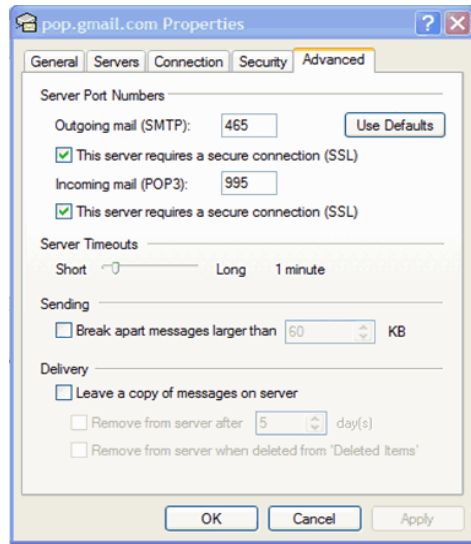


10. Click **Finish**.
11. Highlight **pop.gmail.com** under **Account**, and click **Properties**.



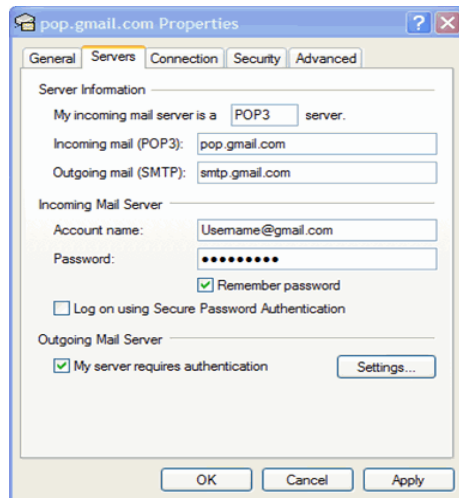
12. Click the **Advanced** tab.
13. Fill in the following information:\*

- Check the box next to **This server requires a secure connection (SSL)** under **Outgoing Mail (SMTP)**.
- Enter 465 in the **Outgoing mail (SMTP):** field.
- Under **Outgoing Mail (SMTP)**, check the box next to **This server requires a secure connection (SSL)**.
- Under **Incoming mail (POP3)**, check the box next to **This server requires a secure connection (SSL)**. The port will change to 995.



\*The order of **Outgoing** and **Incoming** mail server fields varies by version. Make sure you enter the correct information in each field.

14. Return to the **Servers** tab, and check the box next to **My server requires authentication**.

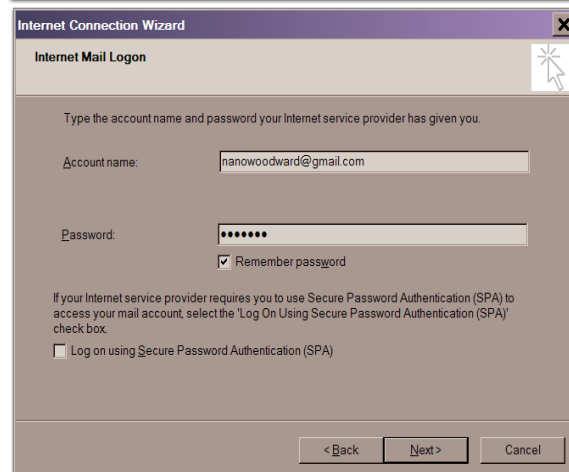
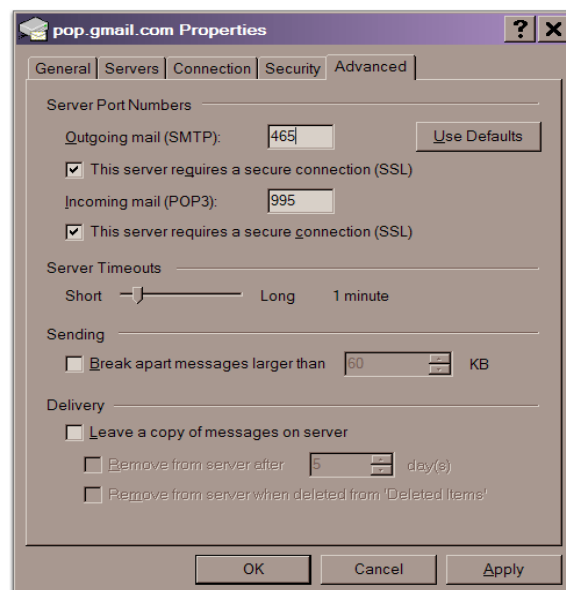


15. Click **OK**.

**Congratulations!** You're done configuring your client to send and retrieve Gmail messages.

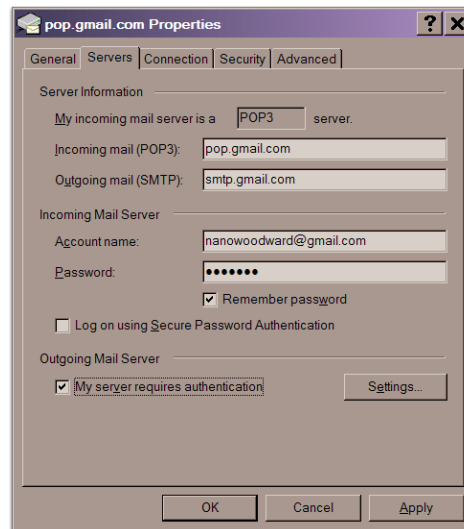
## Outlook 2002

1. [Enable POP in your email account](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook.
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 Gmail email address (username@omniglobe.ca) in the **Email address:** field, and click **Next**.
7. Enter 'pop.gmail.com' in the **Incoming mail (POP3, IMAP or HTTP) server:** field. Enter 'smtp.gmail.com' in the **Outgoing mail (SMTP) server:** field. Click **Next**.
  1. Enter your full email address (username@omniglobe.ca) in the **Account name:** field. Enter your email password in the **Password:** field, and click **Next**.



8. Click **Finish**.
9. Highlight **pop.gmail.com** under **Account**, and click **Properties**.
10. Click the **Advanced** tab.

11. Under **Outgoing Mail (SMTP)**, check the box next to **This server requires a secure connection (SSL)**.
12. Enter '465' in the **Outgoing mail (SMTP):** field.
13. Under **Incoming mail (POP3)**, check the box next to **This server requires a secure connection (SSL)**. The port will change to '995'.
14. Click the **Servers** tab, and check the box next to **My server requires authentication**.



15. Click **OK**.
16. [Download the latest updates](#) for Outlook from Microsoft. This will help prevent the most common Outlook errors Gmail users see.

**Congratulations!** You're done configuring your client to send and retrieve Gmail messages.

## Outlook 2003

1. [Enable POP in your email account](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook.
3. Click the **Tools** menu, and select **E-mail Accounts...**
4. Click **Add a new e-mail account**, and click **Next**.
5. Choose **POP3** as your server type by clicking the radio button, and click **Next**.
6. Fill in all necessary fields to include the following information:

### User Information

**Your Name:** Enter your name as you would like it to appear in the **From:** field of outgoing messages.

**Email Address:** Enter your full email address (*username@omniglobe.ca*)

### Server Information

Google Apps users, enter the server names provided, don't add your domain name in this step.

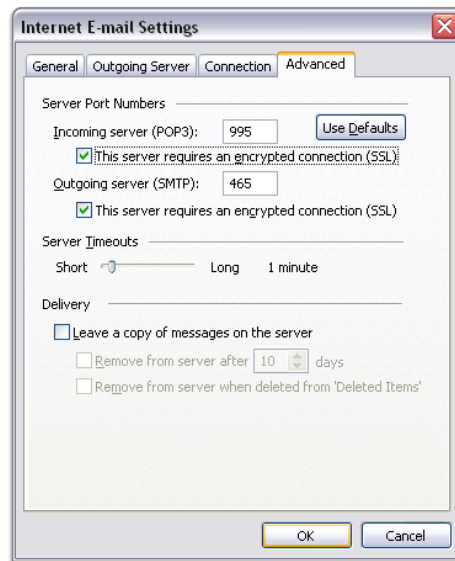
Incoming mail server (POP3): pop.gmail.com  
Outgoing mail server (SMTP): smtp.gmail.com

### Login Information

**User Name:** Enter your Gmail username (username@omniglobe.ca). **Password:** Enter your email password

7. Click **More Settings...** and then click the **Outgoing Server** tab.
8. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.

9. Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3)**.
10. Check the box next to **This server requires an encrypted connection (SSL)** under **Outgoing Server (SMTP)**, and enter 465 in the **Outgoing server (SMTP)** box.
11. Click **OK**.
12. Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.



13. Click **Next**, and then click **Finish**.
14. [Download the latest updates](#) for Outlook from Microsoft. This will help prevent the most common Outlook errors Gmail users see.

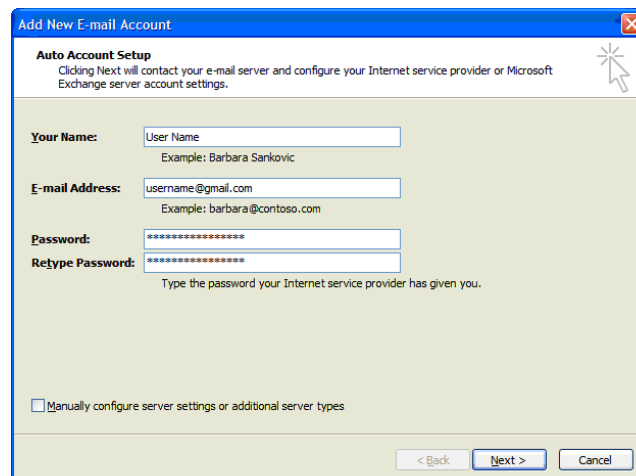
## Outlook 2007

1. [Enable POP in your email account](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook.
3. Click the **Tools** menu, and select **Account Settings...**
4. On the **E-mail** tab, click **New...**
5. If you are prompted to **Choose E-mail Service**, select **Microsoft Exchange, POP3, IMAP**, or **HTTP**, and click **Next**.
6. Fill in all necessary fields to include the following information:

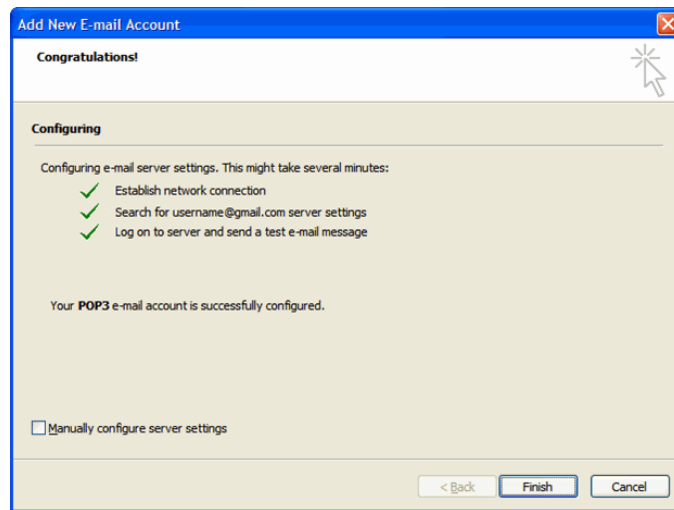
**Your Name:** Enter your name as you would like it to appear in the From: field of outgoing messages.

**Email Address:** Enter your full Gmail email address (*username@omniglobe.ca*). **Password:** Enter your email password.

**Manually configure server settings or additional server types:** Leave this option unchecked if you want to automatically configure Outlook 2007. If you want to manually configure Outlook 2007, check this box now. Google Apps users should configure manually as follows.



7. Click **Next**. If you are configuring Outlook 2007 automatically, you're done! Just click **Finish**.



8. If you are configuring Outlook 2007 manually, select **Internet E-mail** and click **Next**.  
9. Verify your **User Information**, and enter the following additional information:

### Server Information

**Account Type:** POP3

**Incoming mail server:** pop.gmail.com (Google Apps users, enter the server names provided, don't add your domain name in these steps)

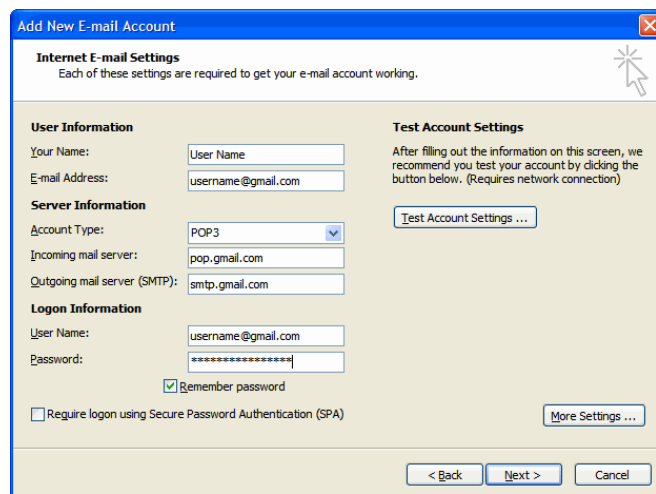
**Outgoing mail server (SMTP):** smtp.gmail.com

### Logon Information

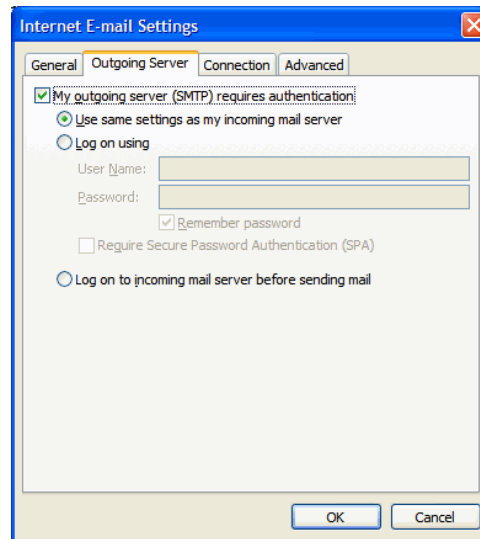
**User Name:** Enter your Gmail username (username@omniglobe.ca)

**Password:** Enter your email password.

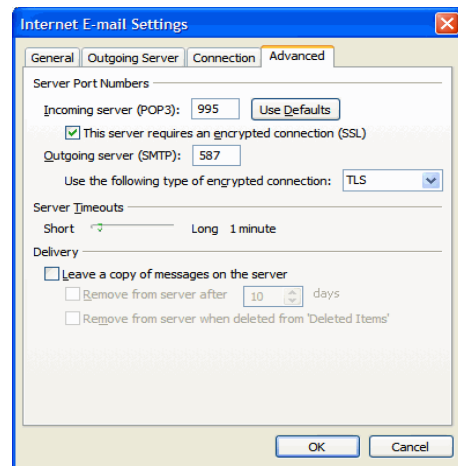
**Require logon using Secure Password Authentication (SPA):** Leave this option unchecked.



10. Click the **More Settings...** button, and select the **Outgoing Server** tab.
11. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



12. Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3)**. Enter 995 in the 'Incoming Server' box.
13. In the **Outgoing server (SMTP)** box, enter 587, and select **TLS** from the drop-down menu next to **Use the following type of encrypted connection**.

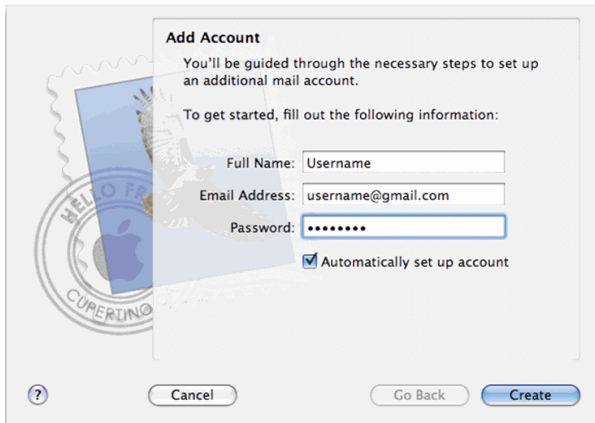


14. Click **OK**.
15. Click **Test Account Settings...** After receiving 'Congratulations! All tests completed successfully', click **Close**.
16. Click **Next**, and then click **Finish**.

**Congratulations!** You're done configuring your client to send and retrieve Gmail messages.

## Apple Mail 3.0

- [Enable POP in Gmail](#). Don't forget to click **Save Changes** when you're done.
- Open Apple Mail.
- Click **Mail**, and select **Preferences...**
- Open the **Accounts** tab, and click the plus sign (+) along the bottom to add a new account.



- Enter your name in the **Full Name:** field.
- Enter your Gmail address in the **Email Address:** field.
- Enter your Gmail password in the **Password:** field.
- Check the box next to **Automatically set up your account.**
- Click on **Create.**

Now you're done! Your settings should now look like this:

