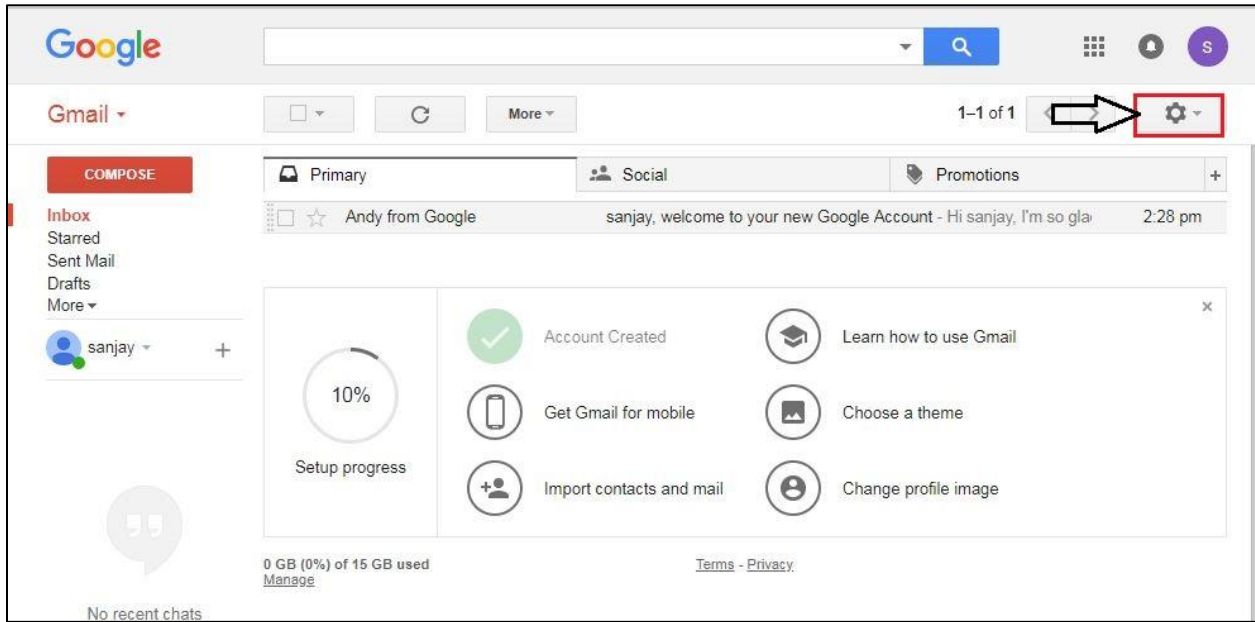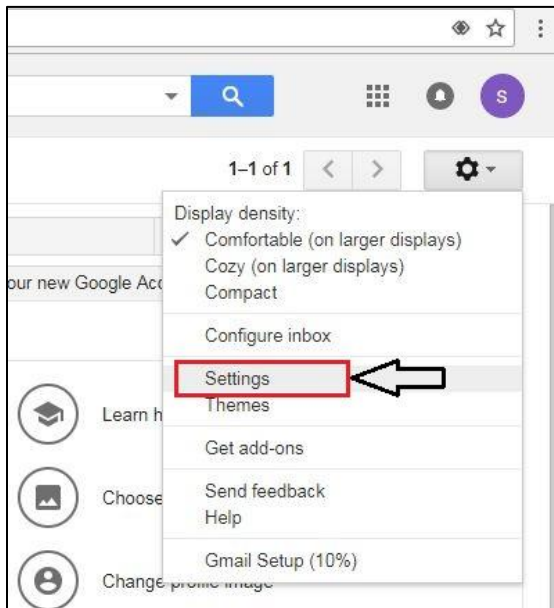# How to Configure Outlook

Part – I Setting in Google Mail.

Log in with your email ID and click on setting.

Click on setting.

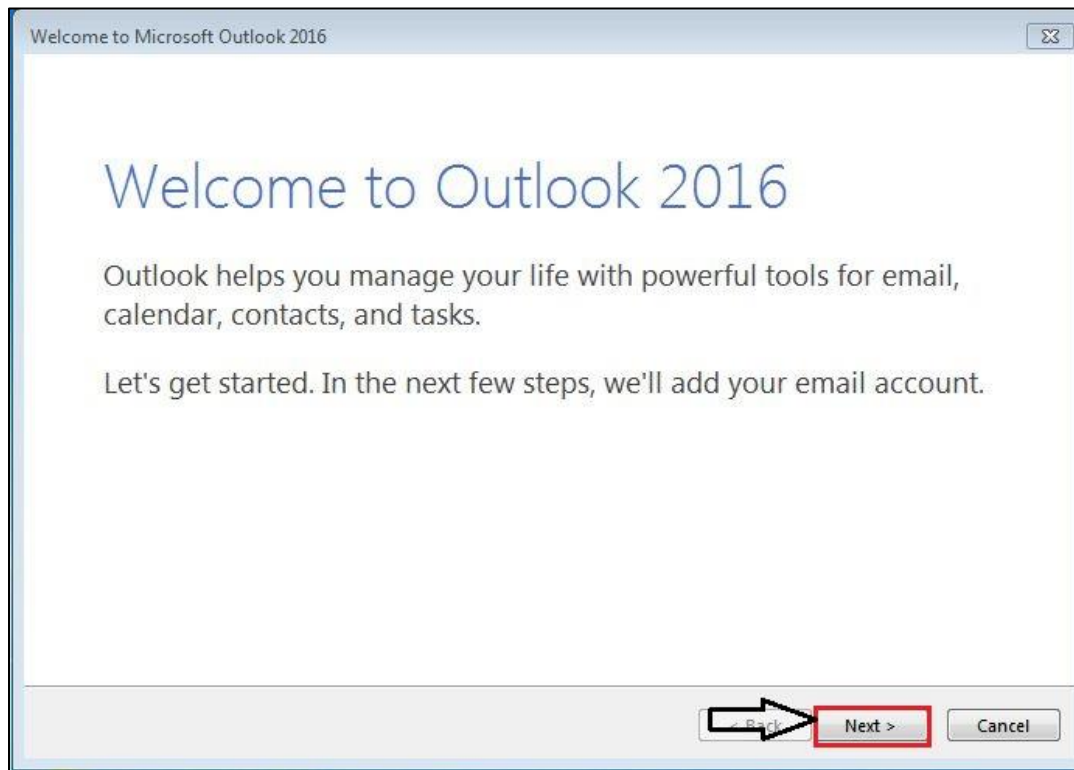Click on Forwarding and POP/IMAP option.

Click on Enable IMAP and Click on Save Changes and Exit.

Part – II Configure in Outlook.

Start Your Outlook and click on Next.

Click on Yes and Next.
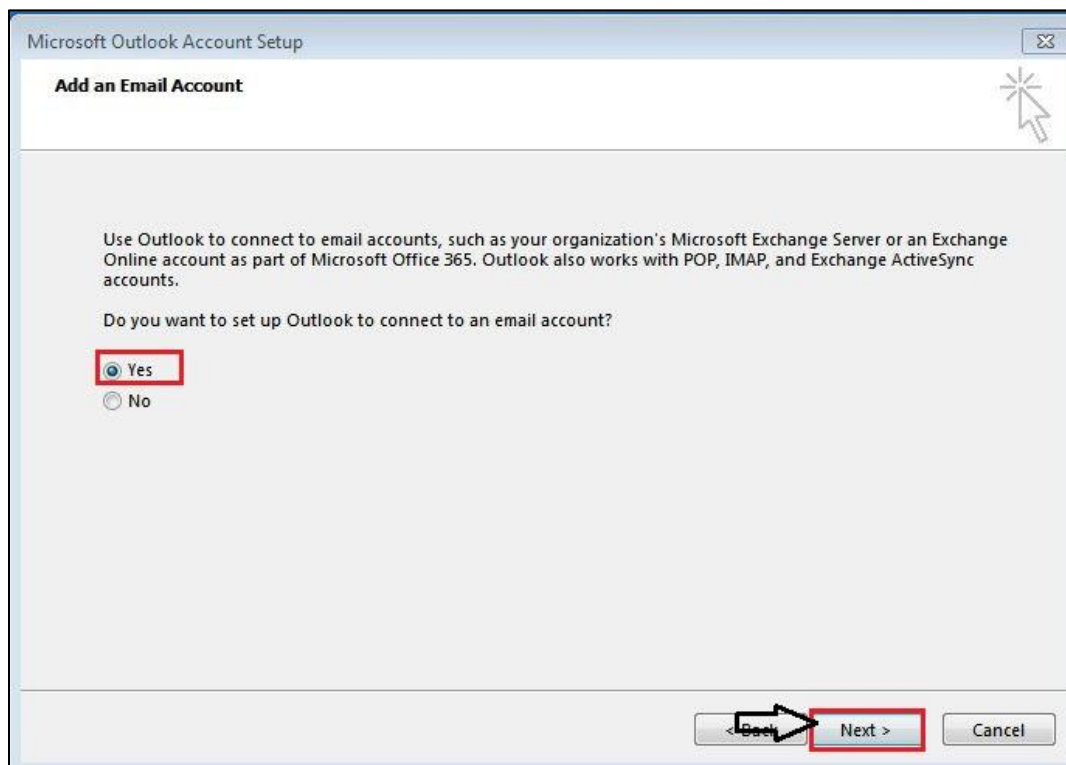
Select Manual Setup or additional server type option and Click on next.

Select POP or IMAP and Click on Next.

Configure settings as below.

Settings.

1- Enter your Name.

2- Enter your E-mail ID.

3- Select Account Type as IMAP

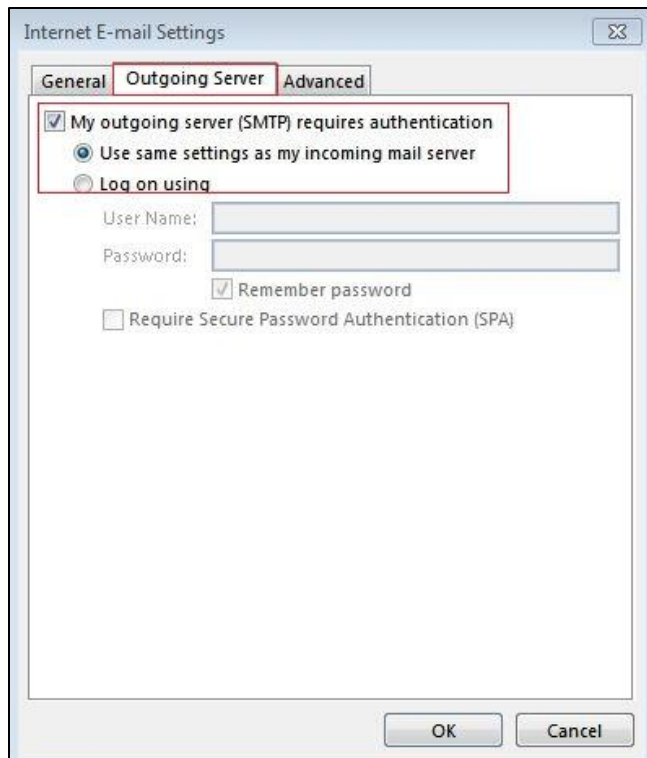4- Enter Incoming mail server as imap.gmail.com

5- Enter Outgoing mail server(SMTP) as smtp.gmail.com

6- Enter your Name or your E-mail ID.

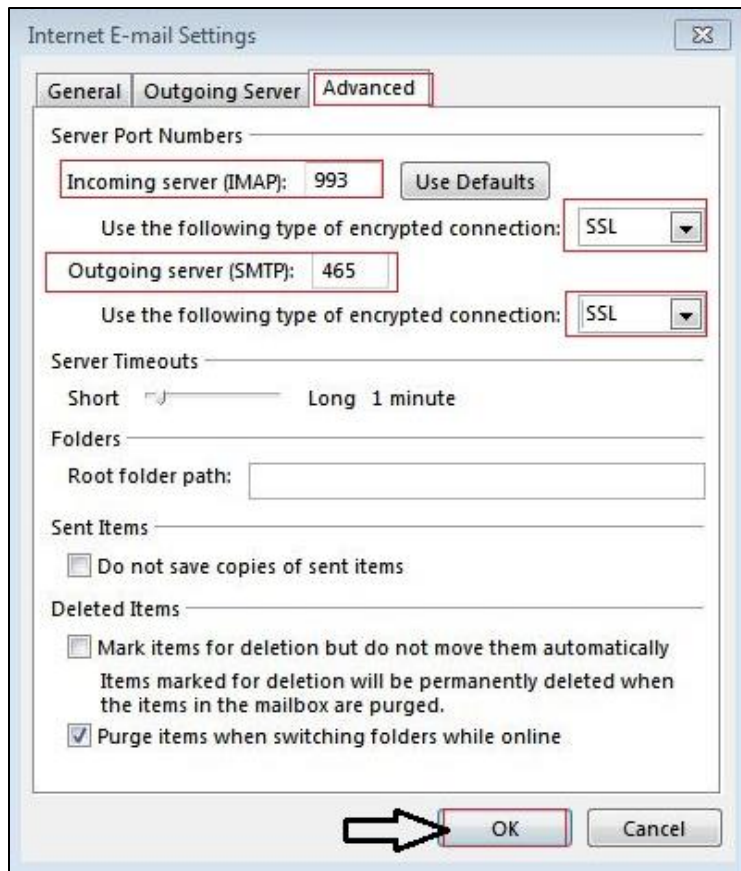7- Enter your E-mail ID Password.

Click on More Settings.

Click on General and check your E-mail ID.
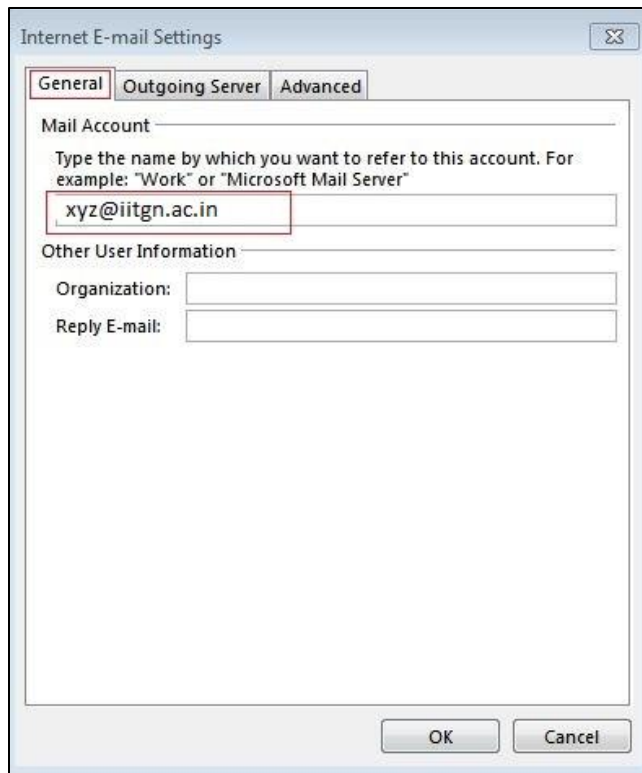
Click on Outgoing Server and select My outgoing server (SMTP) requires authentication.

Click on Advanced and Configure settings as shown below.

Settings.

- Enter value Incoming server (IMAP) as 993

- Use the Following type of encrypted connection as SSL

- Enter value Outgoing server (SMTP) as 465

- Use the Following type of encrypted connection as SSL

Click on OK.

Click on Next.

Click on Close.

Click on Finish.