

Add Gmail account using IMAP in Outlook

When setting up Gmail in Outlook, ensure IMAP is enabled in settings. IMAP protocol enables you to receive emails from any device and keeps your emails synchronized with the server.

Check the settings of Gmail:

1. Click settings icon, click [See all settings].

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1	Compose	□ - C :	Quick settings	×
	Inbox		See all settings	
☆	Starred		Anns in Gmail	
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\triangleright	Sent		Customize	
۵	Drafts			
~	More			

2. Click [Forwarding and POP/IMAP], verify IMAP is enabled.

Settings			
General Labels Inbox Offline Themes	Accounts Filters and Blocked Addresses	Forwarding and POP/IMAP Add-ons	Chat and Meet Advanced
Forwarding: Learn more	Add a forwarding address Tip: You can also forward only some of your	mail by creating a filter!	
POP download: Learn more	 1. Status: POP is enabled for all mail Enable POP for all mail (even mail that's Enable POP for mail that arrives from r Disable POP 	already been downloaded) now on	
	2. When messages are accessed with PO 3. Configure your email client (e.g. Outloo Configuration instructions	₽ ▼ k, Eudora, Netscape Mail)	
IMAP access: (access Gmail from other clients using IMAP) Learn more	Status: IMAP is enabled Enable IMAP Disable IMAP		
	 When I mark a message in IMAP as delete Auto-Expunge on - Immediately update Auto-Expunge off - Wait for the client to 	ed: the server. (default) update the server.	



1. Click $[File] \rightarrow [Info] \rightarrow [Add Account]$.



2. Enter the email address, and click [Connect].





3. If you have already signed in to your Google account or Gmail in the browser, Outlook will automatically fetch the password.

Otherwise, it will prompt you to log in to your Google account.

Account successfully added, click 【Done】.

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Account successfully added	
IMAP @gmail.com	
dd another email address	_
dd another email address	Next
dd another email address Advanced options 🗸	Next
dd another email address Advanced options 🐱	Next
dd another email address Advanced options v	Next
dd another email address Advanced options 💙	Next
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