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】.
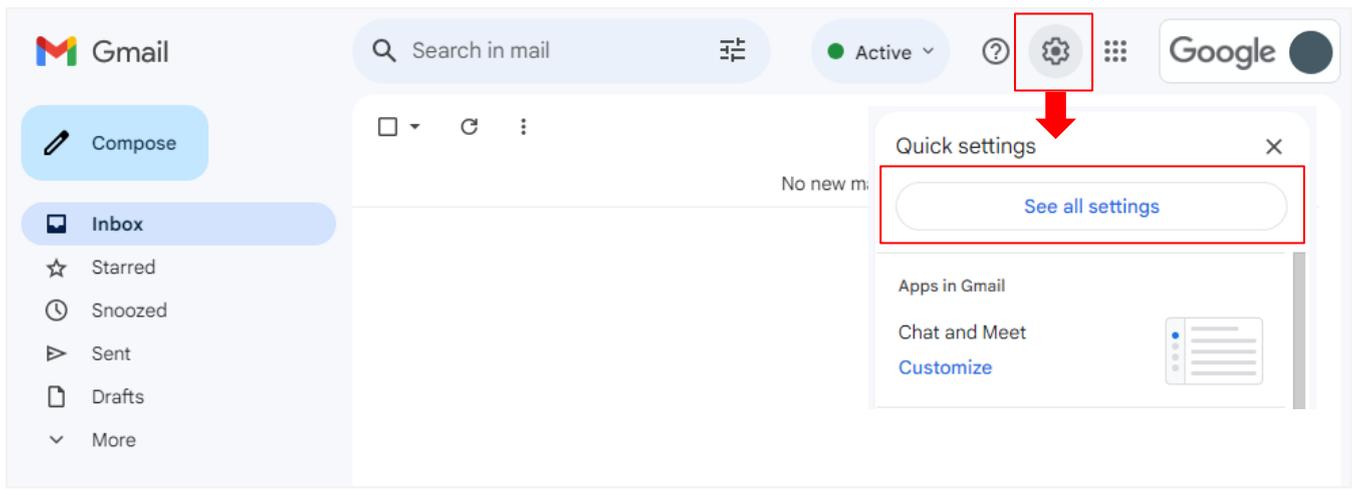
2. Click【Forwarding and POP/IMAP】, verify IMAP is enabled.
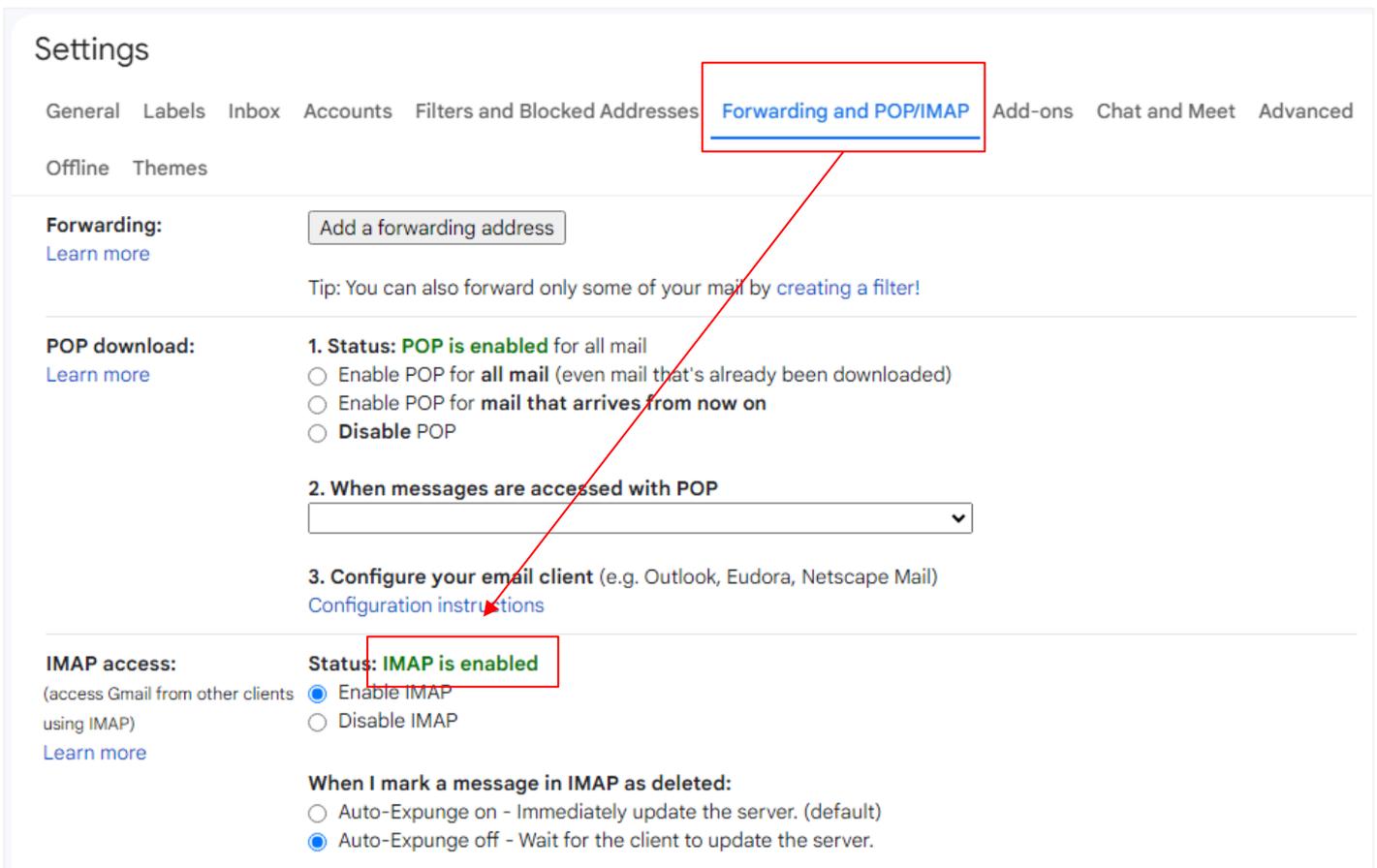
Add Gmail account in Outlook：

1. Click【File】→【Info】→【Add Account】.
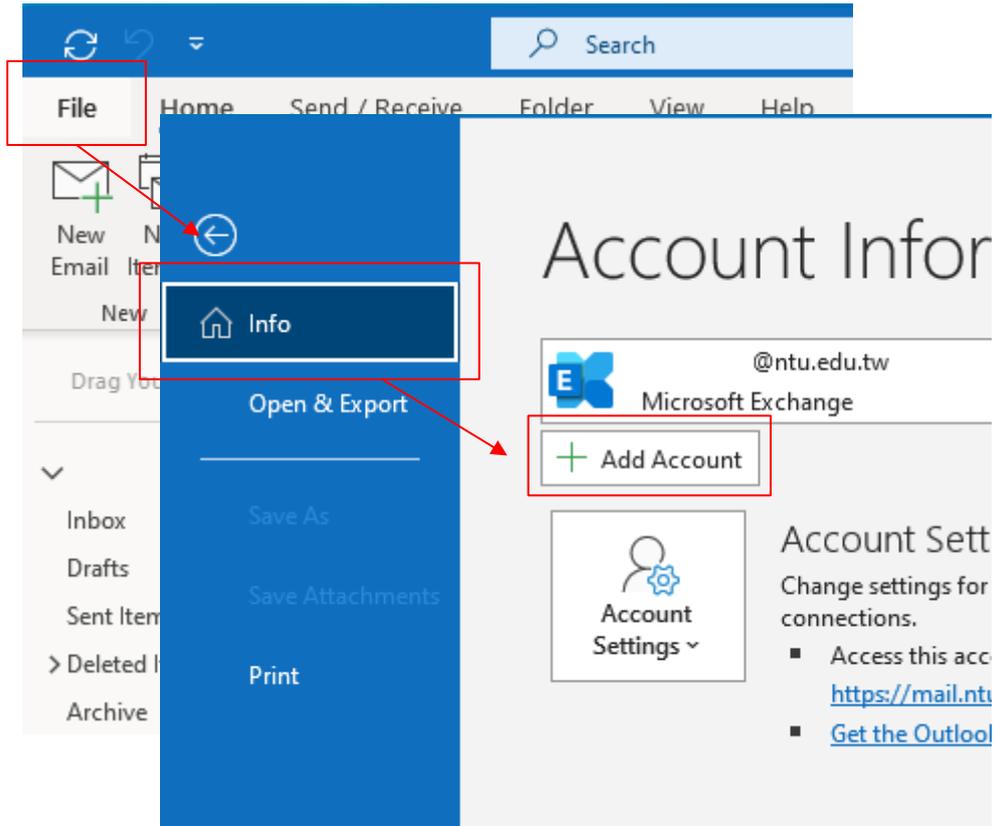
2. Enter the email address, and click【Connect】.
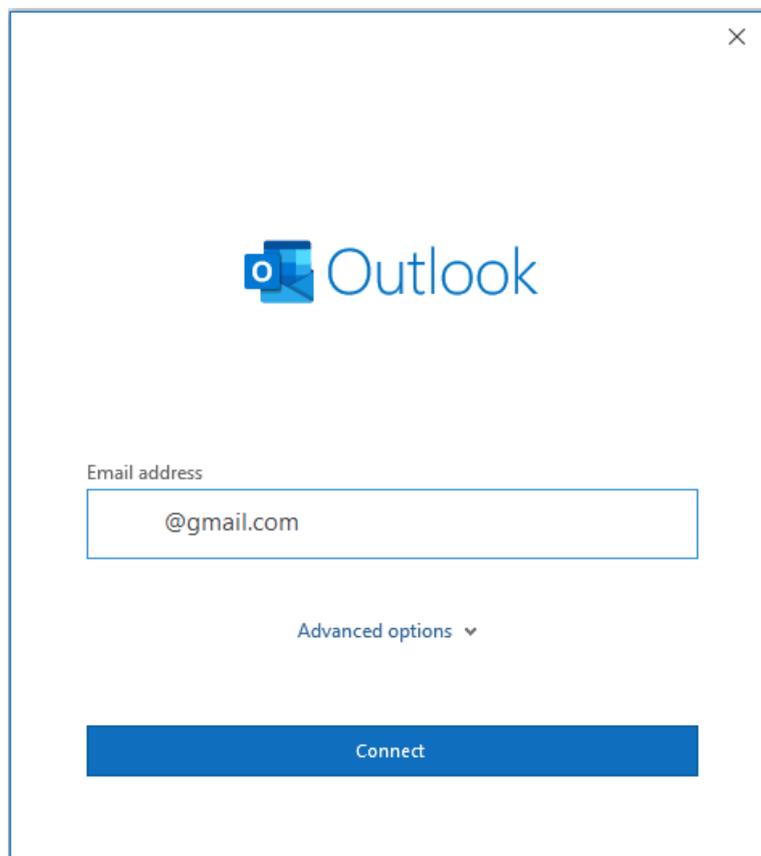
3. If you have already signed in to your Google account or Gmail in the browser,
   Outlook will automatically fetch the password.
   Otherwise, it will prompt you to log in to your Google account.

   Account successfully added, click【Done】.