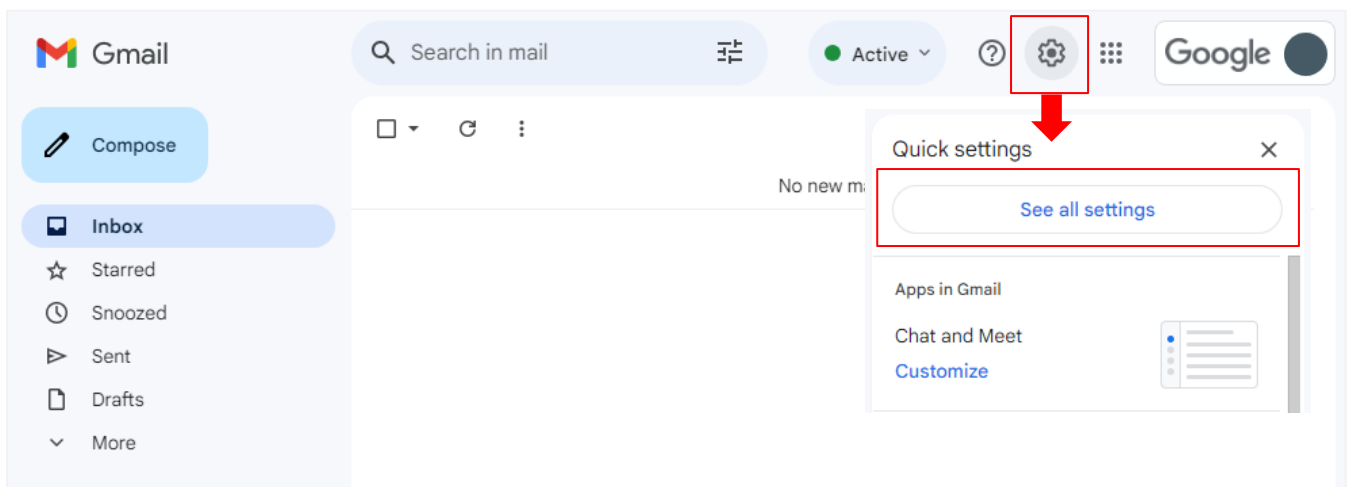


Add Gmail account using POP in Outlook

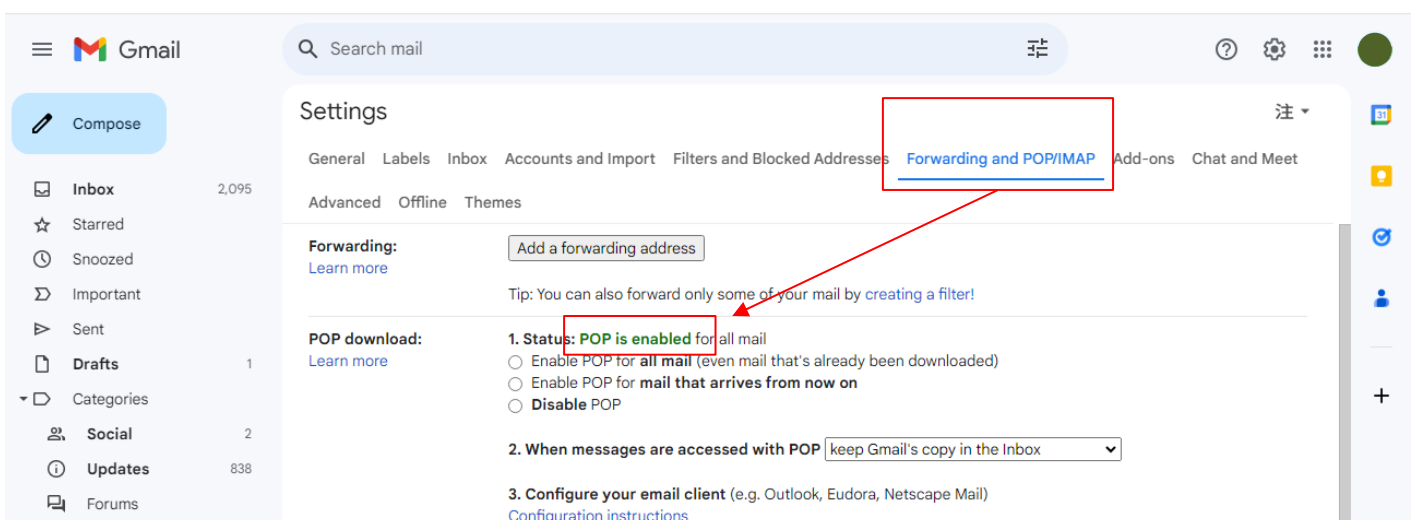
When setting up Gmail in Outlook, ensure that POP is enabled in settings. If the user has enabled 2-Step Verification for Gmail, they can only login to Outlook by entering System-generated application password. (Using Outlook 2021 as an example)

Check the settings of Gmail :

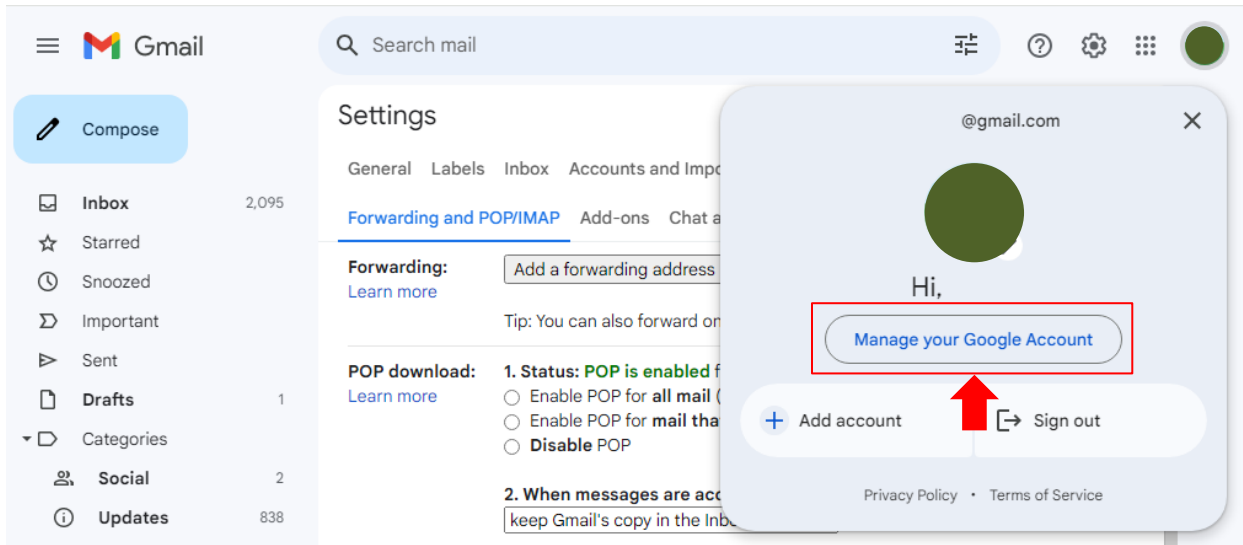
1. Click settings icon, click **【See all settings】** .



2. Click **【Forwarding and POP/IMAP】** , verify IMAP is enabled.

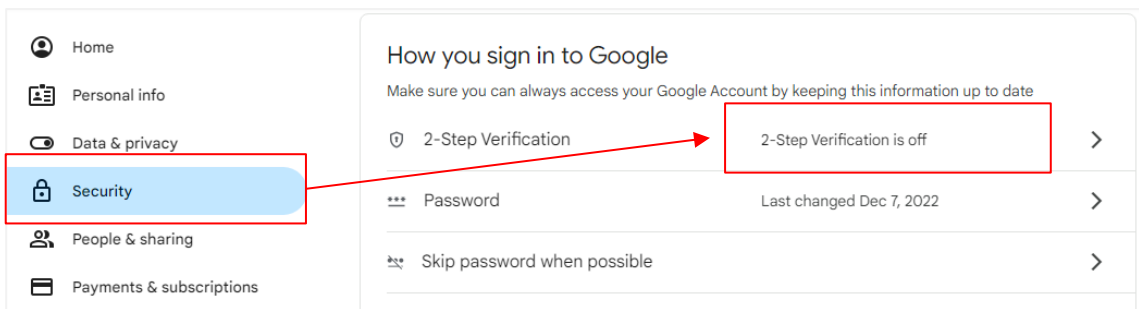


3. Click on the icon in the top right corner, click **【Manage your Google Account】** .

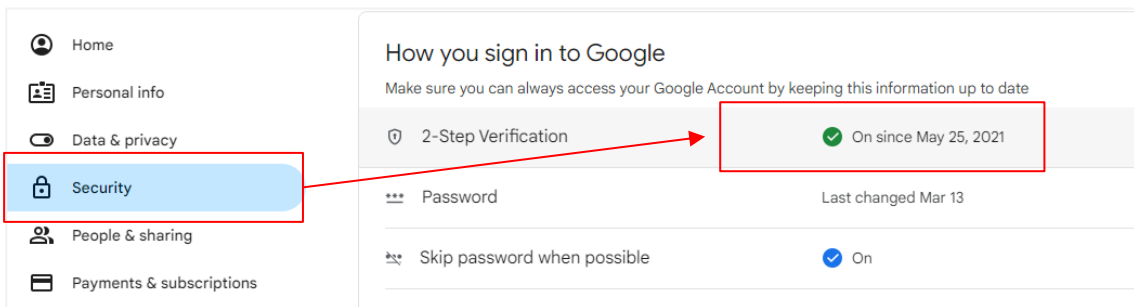


4. Click **【Security】** → **【2-Step Verification】** .

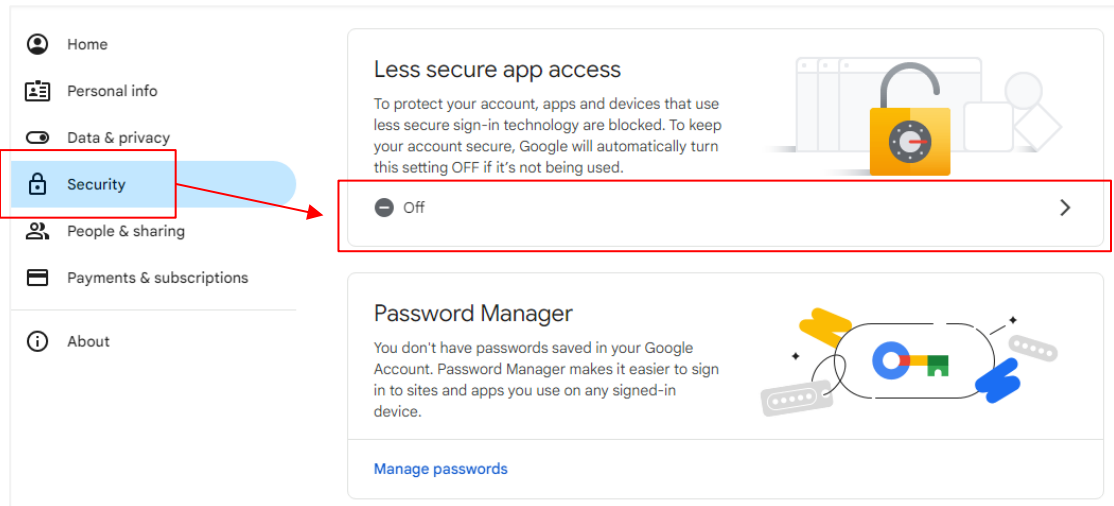
If verification is off, jump to step.5



If verification is on, click it, and jump to step.7.

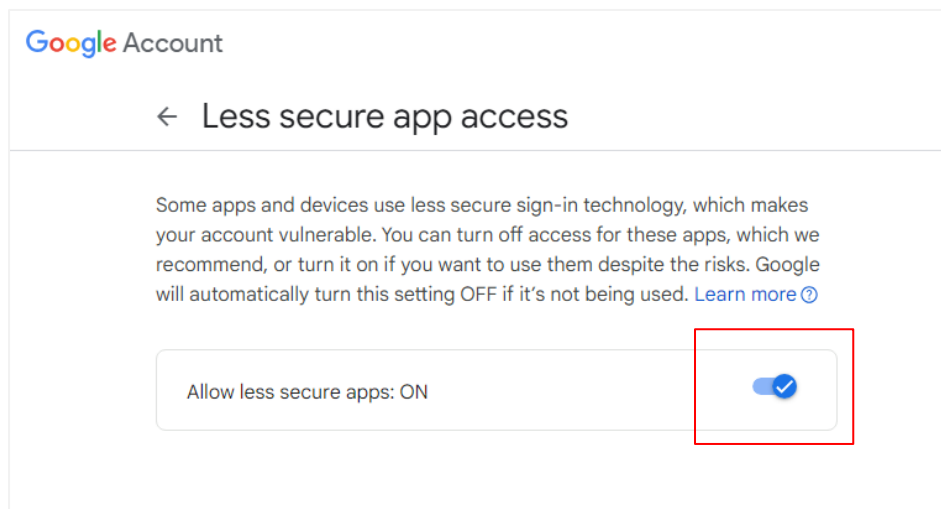


5. Scroll down on that page, click **【Less secure app access】** .

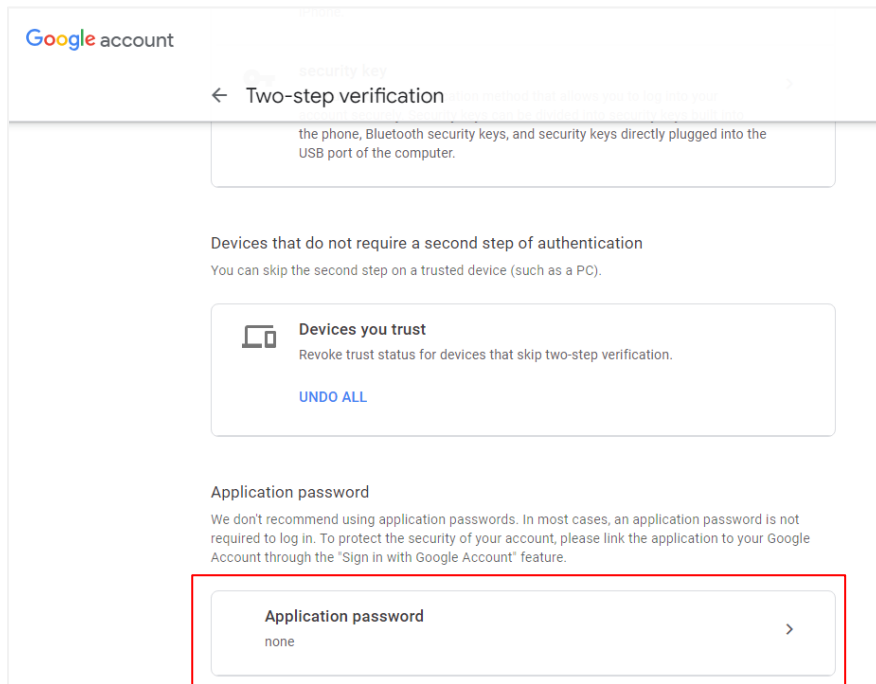


6. Toggle on the **【Allow less secure apps】** switch.

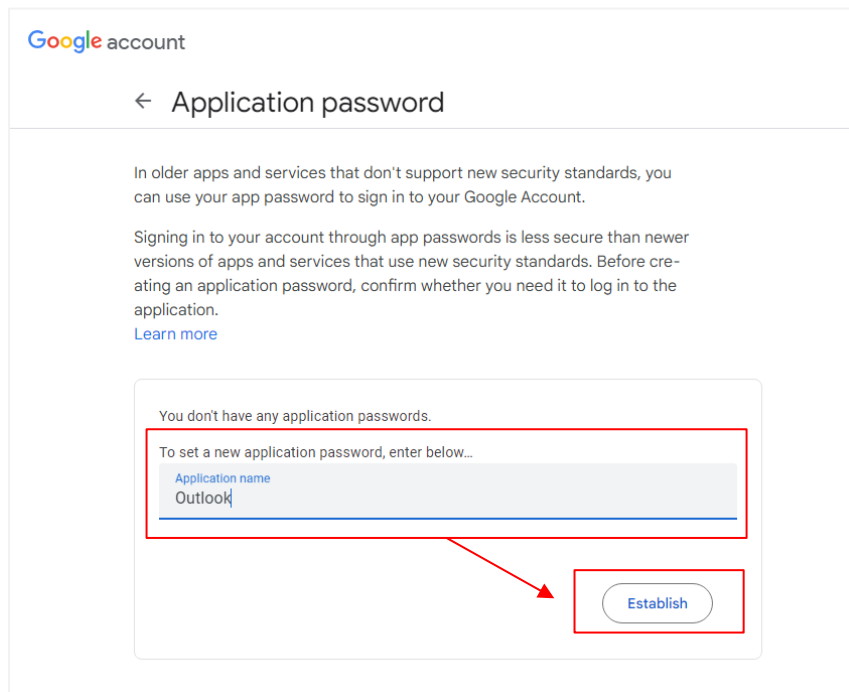
Now you can add Gmail account to Outlook and use your own password.



7. Scroll down on that page, click **【Application password】** .

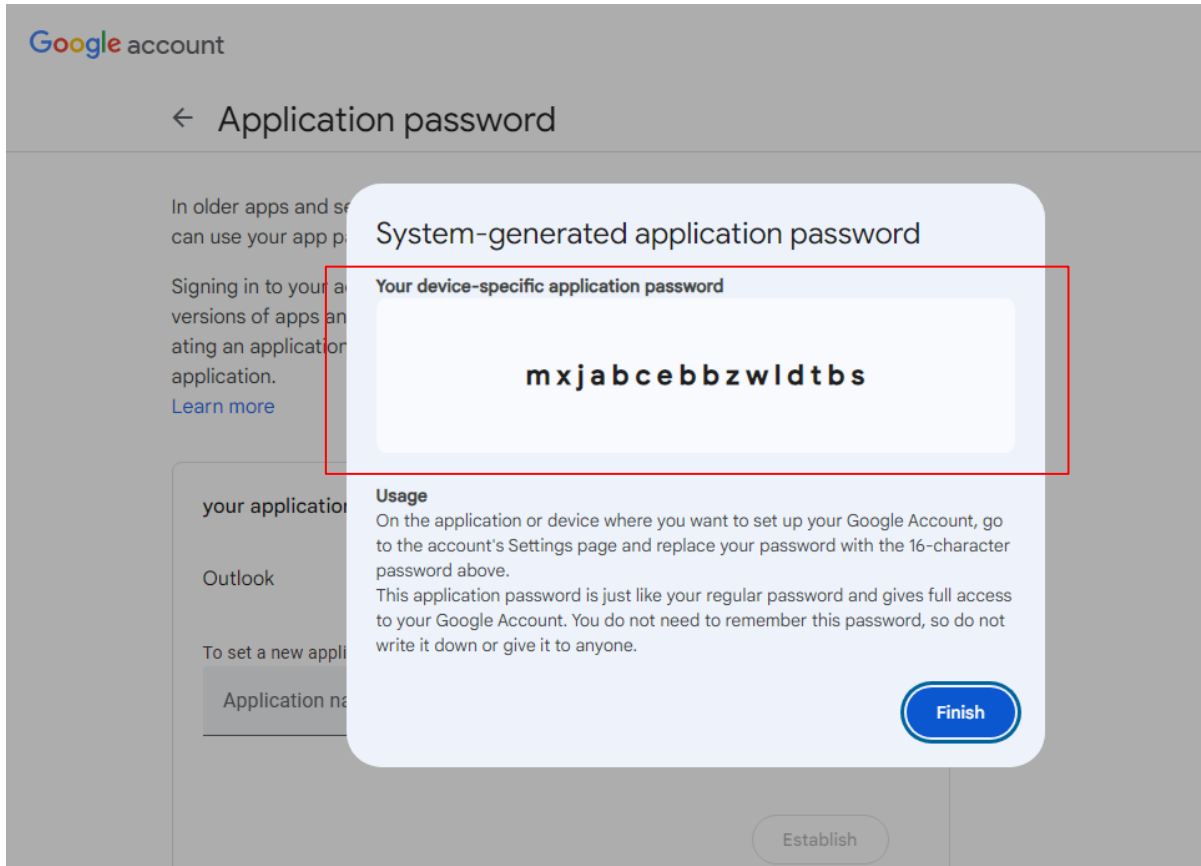


8. Enter the application name, then click **【Establish】** to set a new application password.



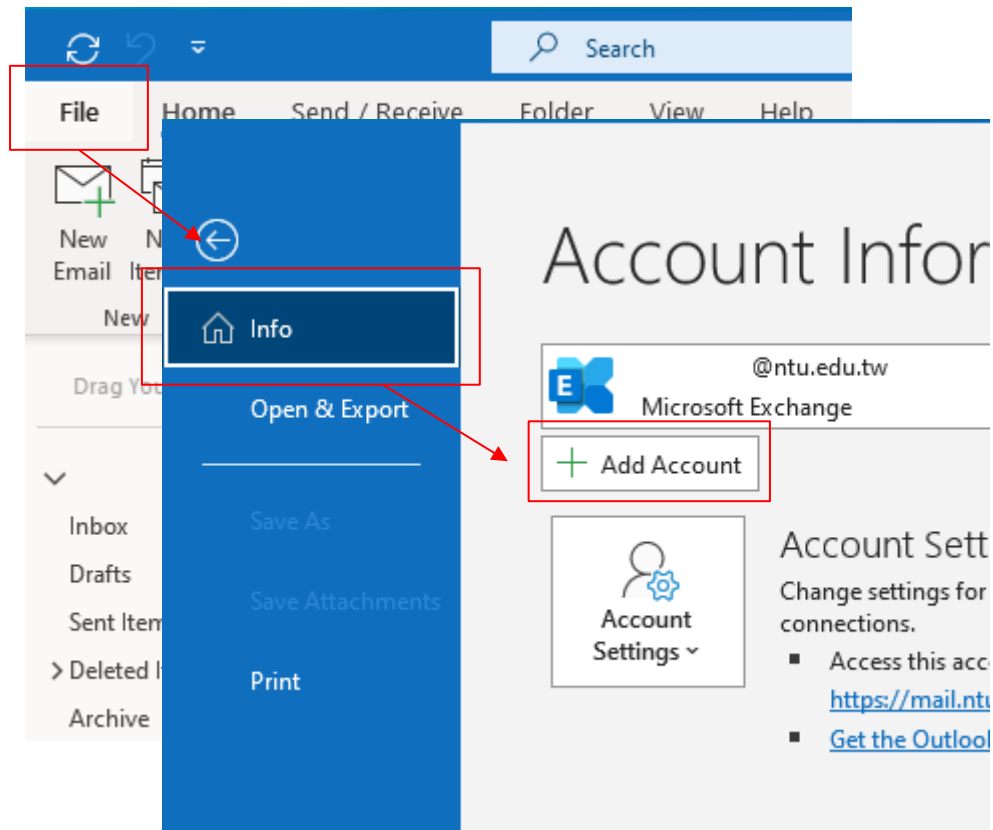
9. A pop up the window will display system-generated 16-digit application password, then you can add Gmail account to Outlook use application password.

It is recommend taking note of this password as the generated password will not be visible after closure. You would need to recreate it to generate a new password.

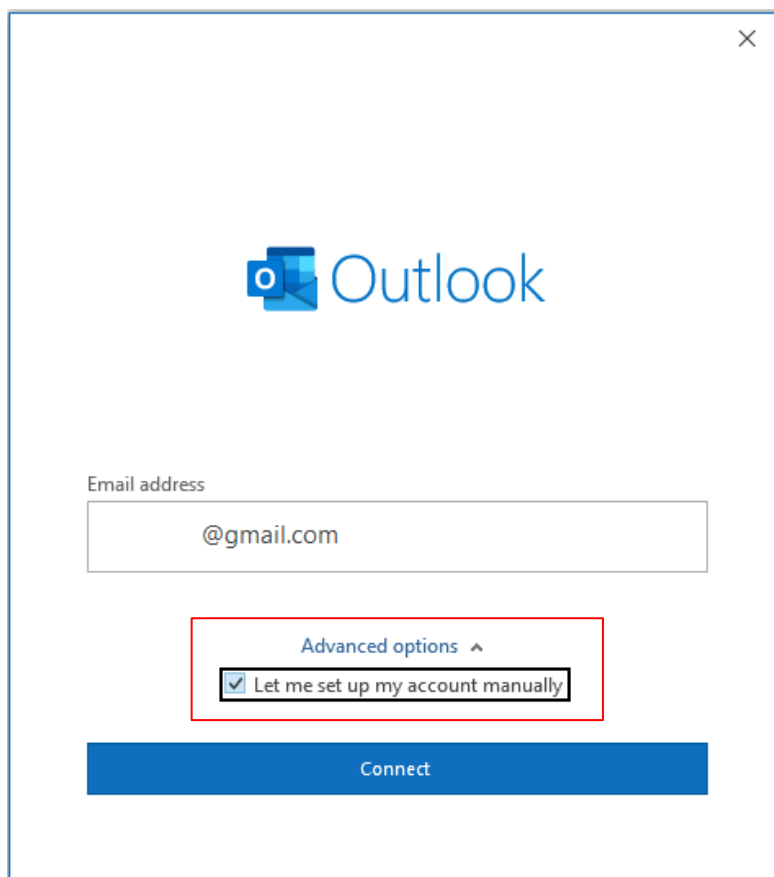


Add Gmail account in Outlook :

1. Click **【File】** → **【Info】** → **【Add Account】** .

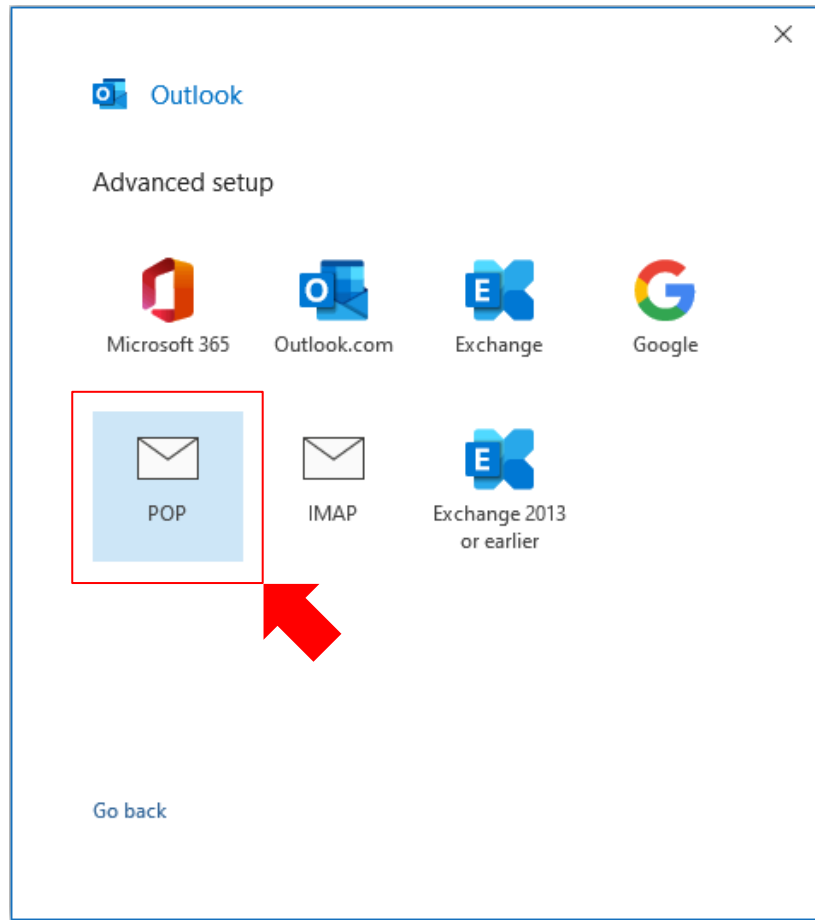


2. Enter the email address, check **【Let me set up my account manually】** and click **【Connect】** .

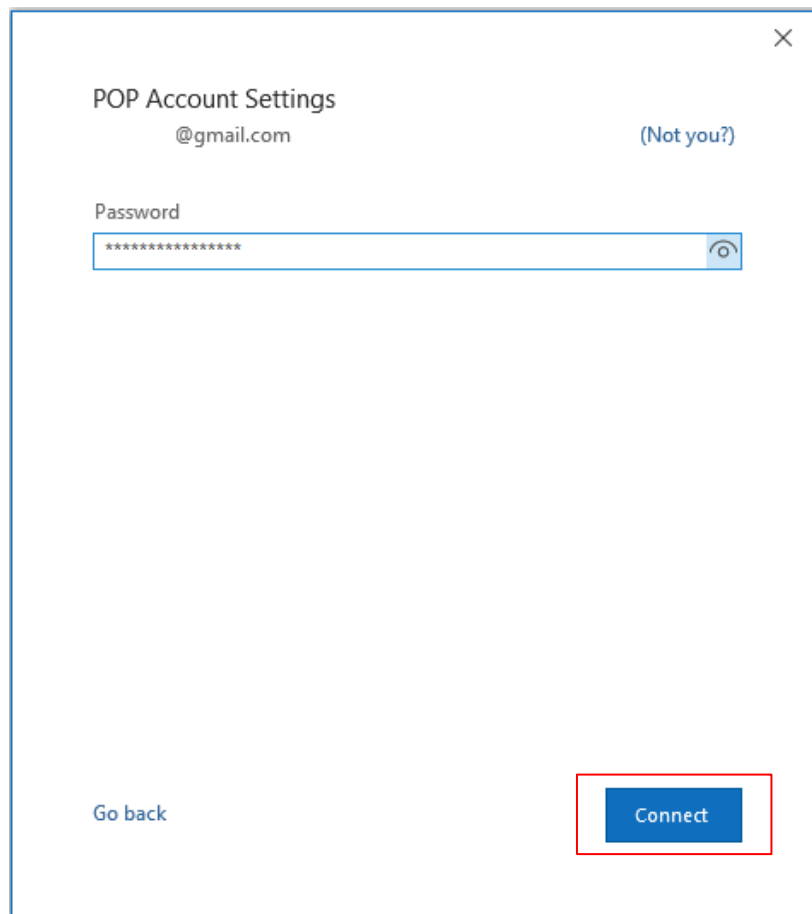




3. Click **【POP】** .



4. Enter you own password or application password, then click **【Connect】**





5. Account successfully added, click **【Done】** .

The screenshot shows the Outlook application window with the title "Outlook". The main heading is "Account successfully added". Below this, a box displays an envelope icon, the text "POP", and "@gmail.com".

Below the account information, there is a section titled "Add another email address" with an input field labeled "Email address" and a "Next" button.

Underneath, there is a link for "Advanced options ^" and a checked checkbox labeled "Let me set up my account manually".

At the bottom, there is an unchecked checkbox labeled "Set up Outlook Mobile on my phone, too".

A large blue button labeled "Done" is highlighted with a red rectangular box, indicating the final step in the process.