



## Outlook 2003

[Overview](#) [Getting Started](#) [Verify Settings](#) [Common Errors](#) [Troubleshooting](#) [Other Issues](#)

### The Quick Answer

- Follow the instructions below to set up POP access in Outlook 2003.
- Google Apps users, please follow the default instructions unless otherwise noted.

### To set up your Outlook 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.
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@gmail.com* or *username@your\_domain.com*)

#### 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 (including *@gmail.com*). Google Apps users, enter your full address in the format *username@your\_domain.com*

**Password:** Enter your email password

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: Nathan Woodward	Incoming mail server (POP3): pop.gmail.com
E-mail Address: nanowoodward@gmail.com	Outgoing mail server (SMTP): smtp.gmail.com
Logon Information	Test Settings
User Name: nanowoodward@gmail.com	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: *****	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back   Next >   Cancel

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**.

### Troubleshooting

- [Error Messages](#)
- [Common Issues](#)
- [Known Issues](#)
- [POP](#)
- [IMAP](#)

### Known issues with Gmail

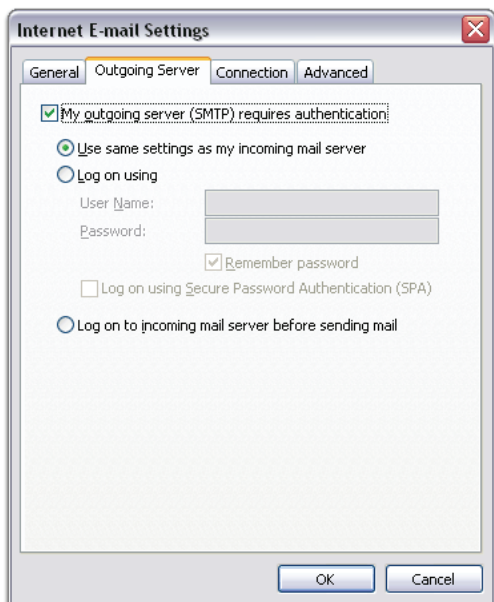
Review our [Known Issues page](#) for a list of known bugs, suggested workarounds and recent fixes.

### Recommended Articles

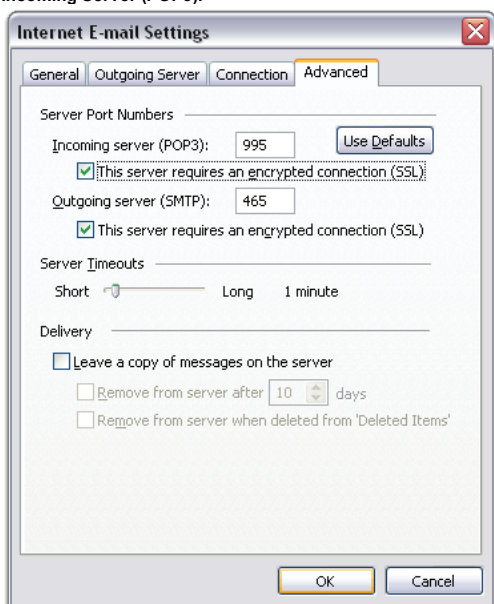
1. [Outlook 2003](#)
2. [Supported POP client list](#)
3. [Enabling POP](#)
4. [Supported IMAP client list](#)
5. [Outlook 2003](#)

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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.

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

If you experience problems using POP with Outlook, please check the [Common Errors](#) or [Troubleshooting](#) tabs.