How do I configure Outlook email client in IMAP mode to work with Gmail in Windows?

Show Me

Tell Me

IT Support

The University’s ITS Department provides limited technical support for those electing to use an IMAP client to retrieve Gmail. Support includes best effort IT phone support (no ticket escalation) and the FAQs shown. Individual colleges/departments may provide additional support. The College of Liberal Arts & Sciences (CLAS) IT does not support IMAP email clients.

Tip

A change in email can be difficult, especially at first. Please explore and use the features of Gmail exclusively for at least 30 days before considering going back to a desktop email client. Thunderbird, Outlook and Apple Mail do not offer the full search, integration and ease of use found by using a supported web browser with Google Gmail.

<table>
<thead>
<tr>
<th>Outlook 2013</th>
<th>Outlook 2016</th>
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</thead>
<tbody>
<tr>
<td>1. Enable IMAP on your Gmail account</td>
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<tr>
<td>3. Click the File menu</td>
<td>3. Click Next</td>
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Welcome to Microsoft Outlook 2016

Welcome to Outlook 2016

Outlook helps you manage your life with powerful tools for email, calendar, contacts, and tasks.

Let's get started. In the next few steps, we’ll add your email account.

Welcome to Outlook 2016
5. Click on **Manual setup or additional server types**

6. Click **Next**

7. Click **IMAP**

8. Click **Next**

9. Enter Your Name

10. Enter Email Address

11. Under Server Information, Account Type click on the drop down arrow and choose **IMAP**

12. **Incoming mail server**: imap.gmail.com

13. **Outgoing mail server (SMTP)**: smtp.gmail.com

14. Enter your full email address (user@uncc.edu)
15. Enter your NinerNET password

7. Select IMAP and click **Next**

![Add Account](image)

16. Click on **More Settings**
17. Click on **Outgoing server**
18. Check **My outgoing server (SMTP) requires authentication**

![Internet & email settings](image)

19. Choose **Use same settings as my incoming mail server**
20. Click on **Advanced**
21. **Incoming server (IMAP): 993**
22. **Outgoing Server (SMTP): 465 or 587**
23. Use the following type of encrypted connection: SSL
24. Use the following type of encrypted connection: SSL

![Internet & email settings](image)

25. Click **OK**
26. Click Next
27. Click Finish
  1. Your folders and email will start populating.
     Depending on the size of the email box, this may take some time
18. Choose Use same settings as my incoming mail server
19. Click on Advanced
20. Incoming server (IMAP): 993
21. Use the following type of encrypted connection: SSL
22. Outgoing Server (SMTP): 465 or 587
23. Use the following type of encrypted connection: SSL
24. Click OK
25. Click Next
26. You may get an error message. Check your email and click the link in the message from Google to allow access to less secure apps

Microsoft Outlook

⚠️ Your IMAP server wants to alert you to the following: Please allow this app to access your email.
https://support.google.com/mail/accounts/answer/78?hl=en

Are you the one who tried signing in?
Google will continue to block sign-in attempts from apps that have known security problems or are outdated. You can continue to use this app by allowing access to less secure apps, but this may leave your account vulnerable.

Best,
The Google Accounts team
27. Click Turn on and return to Outlook and click OK on the error message.

28. Enter your full email address and NinerNET password and click OK.

29. Click Close when shown test email confirmation.

30. Click Finish.
   1. Your folders and email will start populating.
      Depending on the size of the email box, this may take some time.

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**Related FAQs**

- How do I setup my Gmail to use POP since my device doesn't support IMAP?
- How do I enable IMAP in Gmail so I can use Thunderbird, Outlook or Apple Mail email client?
- How do I configure Thunderbird email client in IMAP mode to work with Gmail on Windows?
- How do I configure Outlook email client in IMAP mode to work with Gmail in Windows?
- How do I use G Suite Sync for viewing Gmail in Outlook?