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. <strong>Enable IMAP</strong> on your Gmail account</td>
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<tr>
<td>3. Click the <strong>File</strong> menu</td>
<td>3. Click <strong>Next</strong></td>
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<tr>
<td>4. Under the <strong>Info</strong> tab, click <strong>Add Account</strong></td>
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**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.
5. Click on Manual setup or additional server types

4. When prompted to add an email account, select Yes and click Next

6. Click Next

5. Your name and email address will appear. Select Manual setup and 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

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

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
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 install your web browser:
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 the app you’re using because it has known security problems or is out of date. You can continue to use the 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?](#)