How to Configure Gmail Account in Outlook 2011

While in your existing Outlook email account, click Outlook then Preferences

Click Accounts
Click the ‘+’ then select E-Mail

Enter the E-mail address and Password for the Gmail account

Click Add Account
Enter the following information for the Gmail account:

**Account description** *(You can customize the name of the added Gmail account)*

**Full name**: (This is how you would like your name displayed on the Gmail account)

Enter the **E-mail address** of the Gmail account

**User name**: (Enter the Gmail email address)

**Password**: (Enter the Gmail account password)

**Incoming server**: imap.gmail.com / **Port**: 993   
**Outgoing server**: smtp.gmail.com / **Port**: 465
After the Gmail account has been successfully configured:

1) An Outlook test message will be received and 2) The Gmail account will appear in left reading pane.

(It may take a while for all of your Gmail email messages to appear in Outlook)