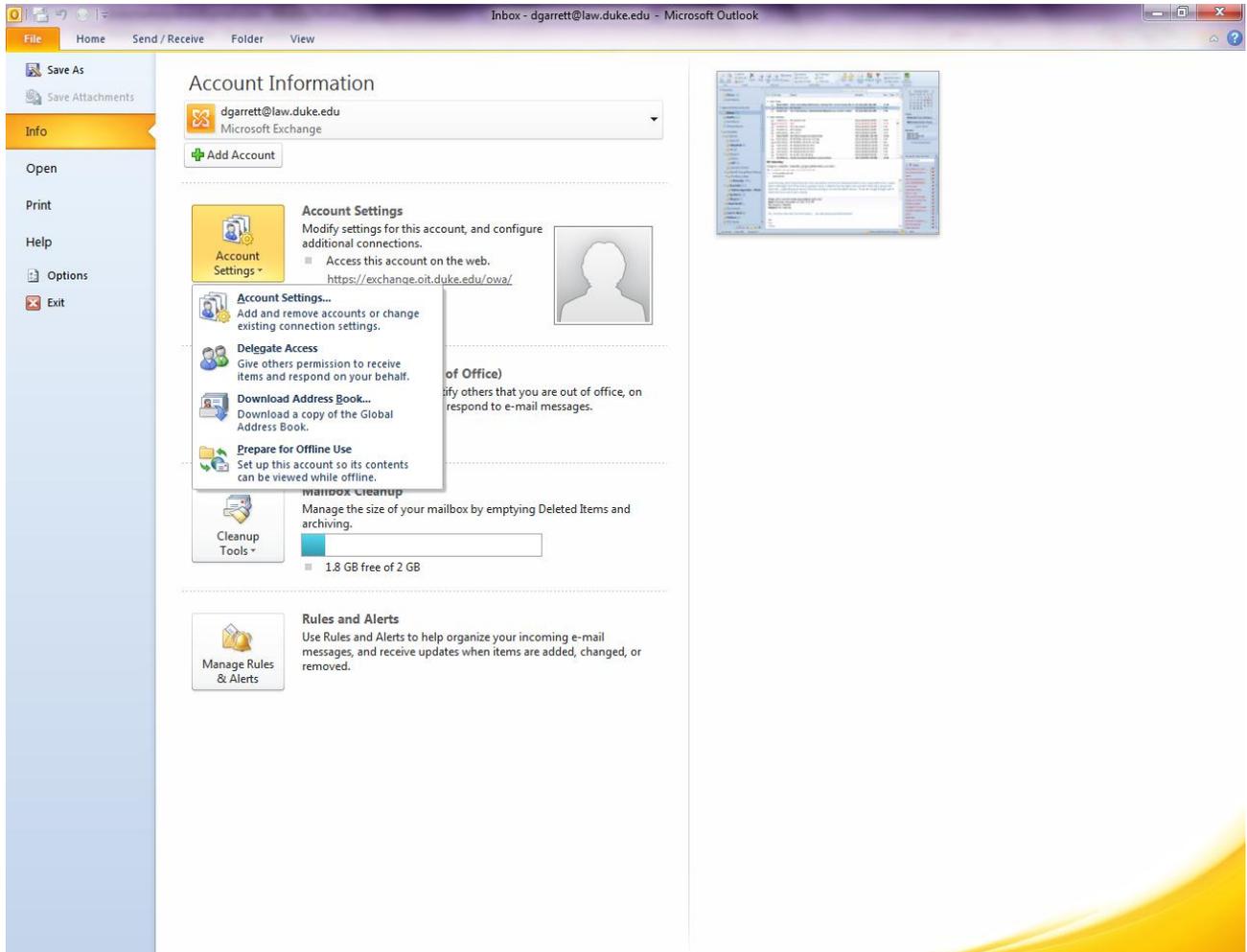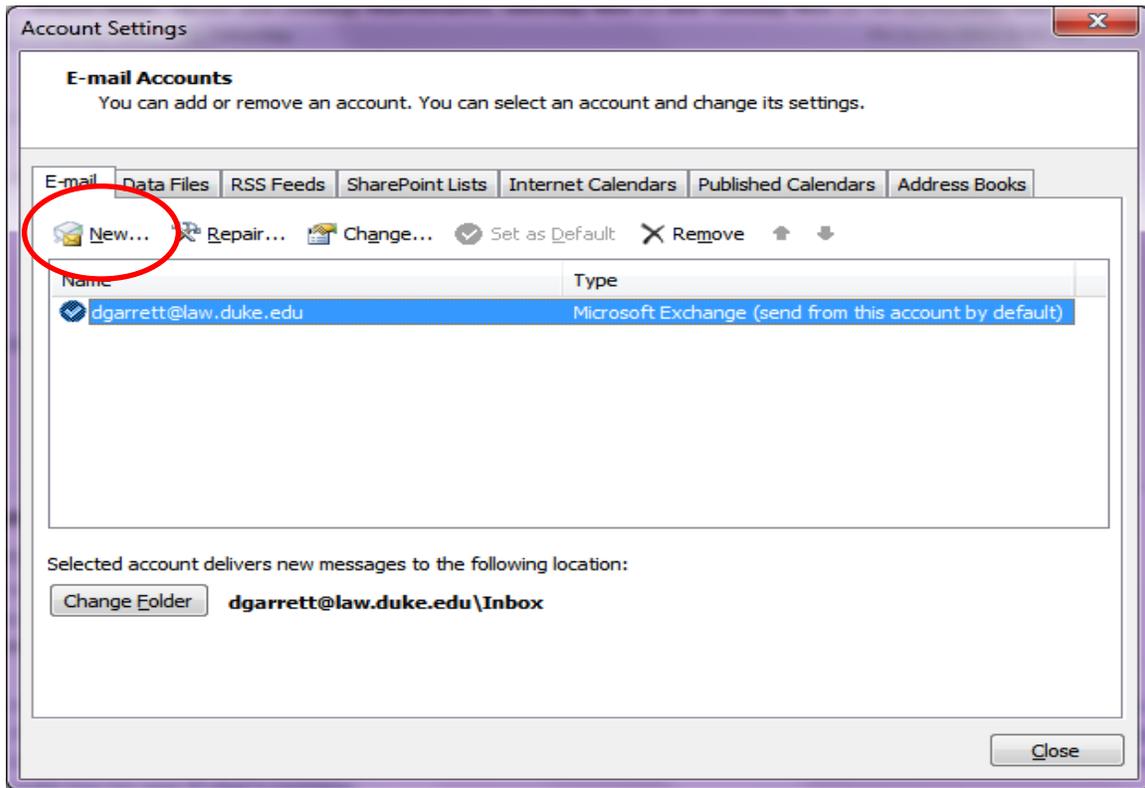# How to Configure a Gmail Account Within Outlook 2010

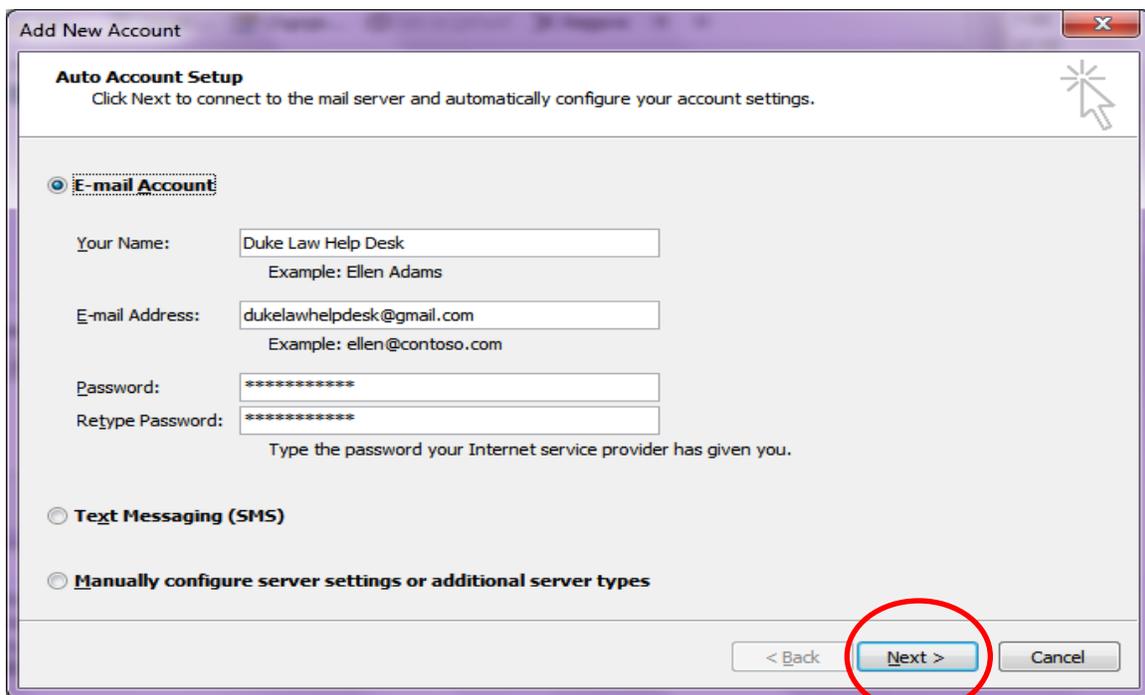Click the **File** tab in Outlook

Click the **Account Settings** button, and then click **Account Settings**

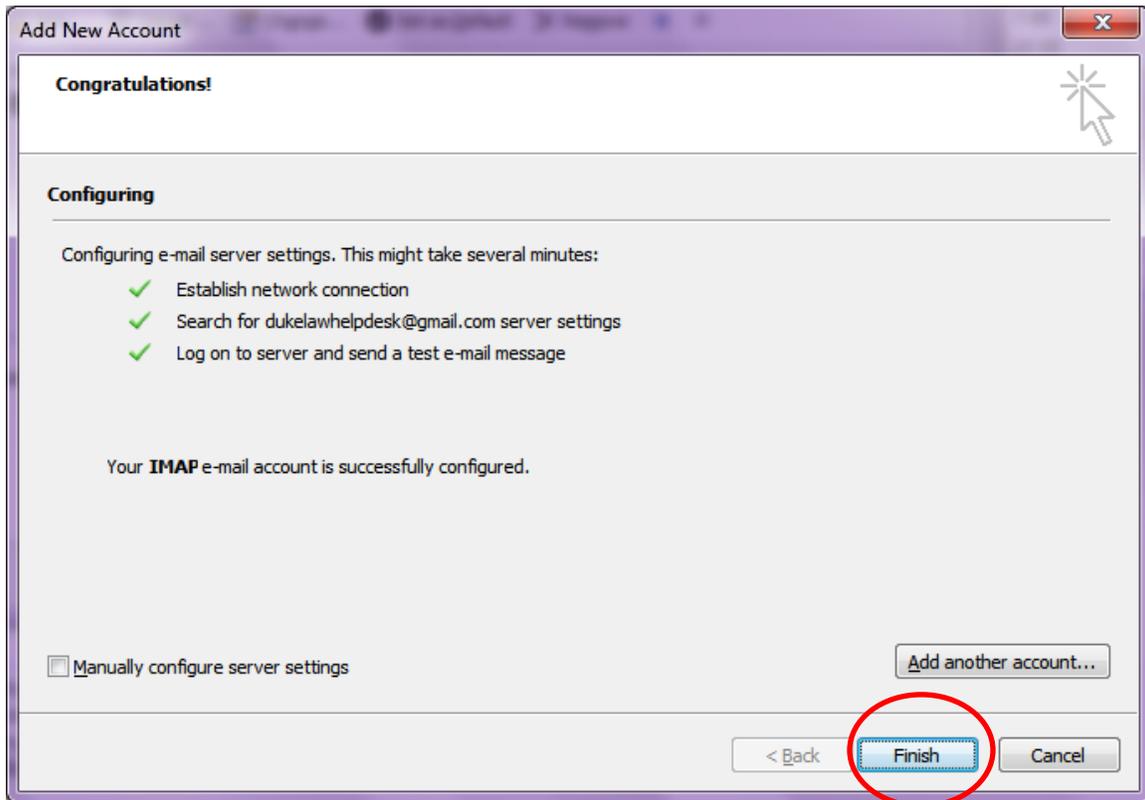In the Account Settings window, click **New**

In the Add New Account window, enter your Gmail email account information then click **Next**

A message will appear when the Gmail account has been successfully configured.

Click **Finish**

On the left side of the reading pane in Outlook 2010, the added Gmail account will appear.