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**

Account Settings				
E-mail Accounts You can add or remove an account. You can select an account and change its settings.				
E-mail Data Files RSS Feeds SI	harePoint Lists Internet Calendars	Published Calendars	Address Books	
Set as Default 🗙 Remove 🕈 🗸				
Name	Туре			
dgarrett@law.duke.edu	Microsoft Ex	change (send from this	account by default)	
Selected account delivers new messages to the following location:				
Change Folder dearrett@law duke edu\Inbox				
			Glose	

In the Add New Account window, enter your Gmail email account information then click $\ensuremath{\textbf{Next}}$

Add New Account		×		
Auto Account Setur Click Next to conn	p lect to the mail server and automatically configure your account settings.	×		
E-mail <u>Account</u>				
Your Name:	Duke Law Help Desk			
	Example: Ellen Adams			
E-mail Address:	dukelawhelpdesk@gmail.com			
_	Example: ellen@contoso.com			
Password:	******			
Retype Password:	*******			
	Type the password your Internet service provider has given you.			
◎ Te <u>x</u> t Messaging (SMS)				
Manually configure server settings or additional server types				
	\frown			
	< <u>B</u> ack Next >	Cancel		

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

Click Finish

Add New Account	×
Congratulations!	×
Configuring	
Configuring e-mail server settings. This might take several minutes:	
 Establish network connection 	
 Search for dukelawhelpdesk@gmail.com server settings 	
 Log on to server and send a test e-mail message 	
Your IMAP e-mail account is successfully configured.	Add another account
	< Back Finish Cancel

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

