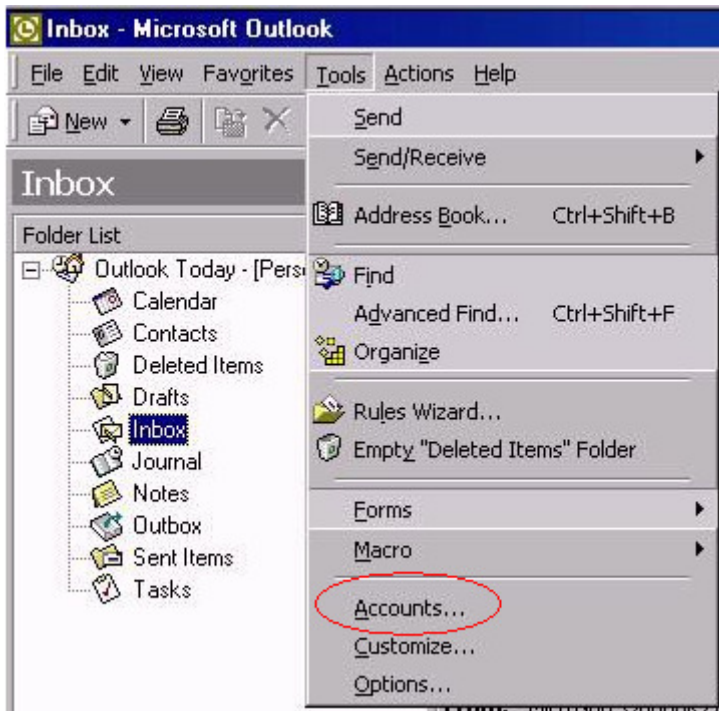


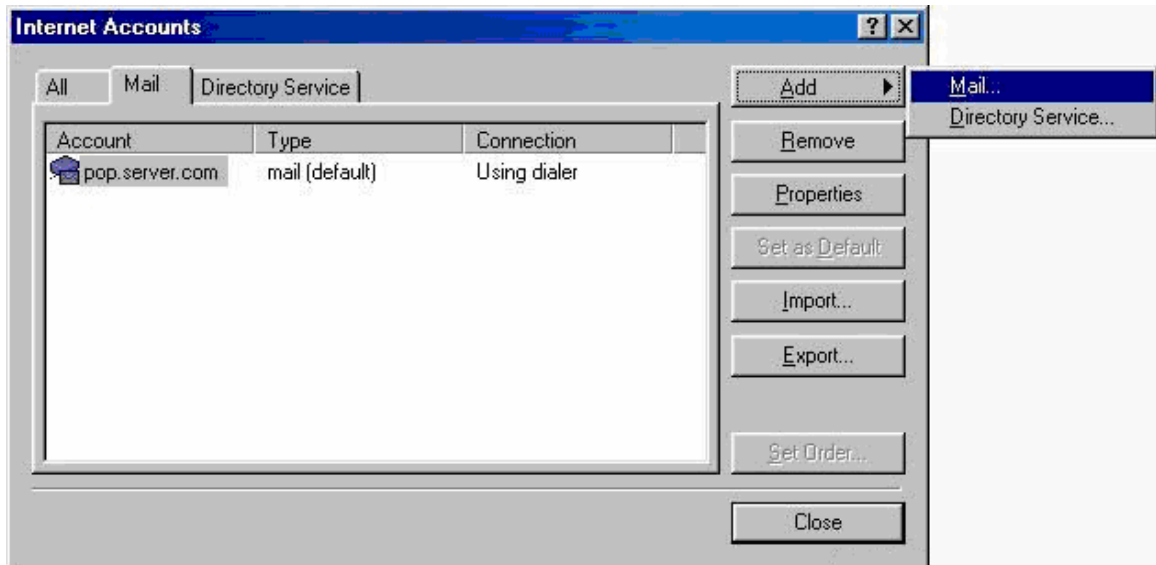


Email setup: Gmail for Microsoft Outlook 2000

1. Open Outlook 2000, click on **Tools – Accounts**



2. Click on the **Mail** tab, then **Add - Mail**




3. Enter your name, click **Next**



4. Enter settings as per the screen below, and note that:
 - a. Incoming mail server type: POP3
 - b. Incoming mail server: pop.gmail.com
 - c. Outgoing mail server: smtp.gmail.com

Click **Next** when done.



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' and the subtitle is 'E-mail Server Names'. The main content area contains the following text and input fields:

My incoming mail server is a server.


Incoming mail (POP3 or IMAP) server:

An SMTP server is the server that is used for your outgoing e-mail.
Outgoing mail (SMTP) server:

At the bottom of the dialog box, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a dashed border, indicating it is the active button.

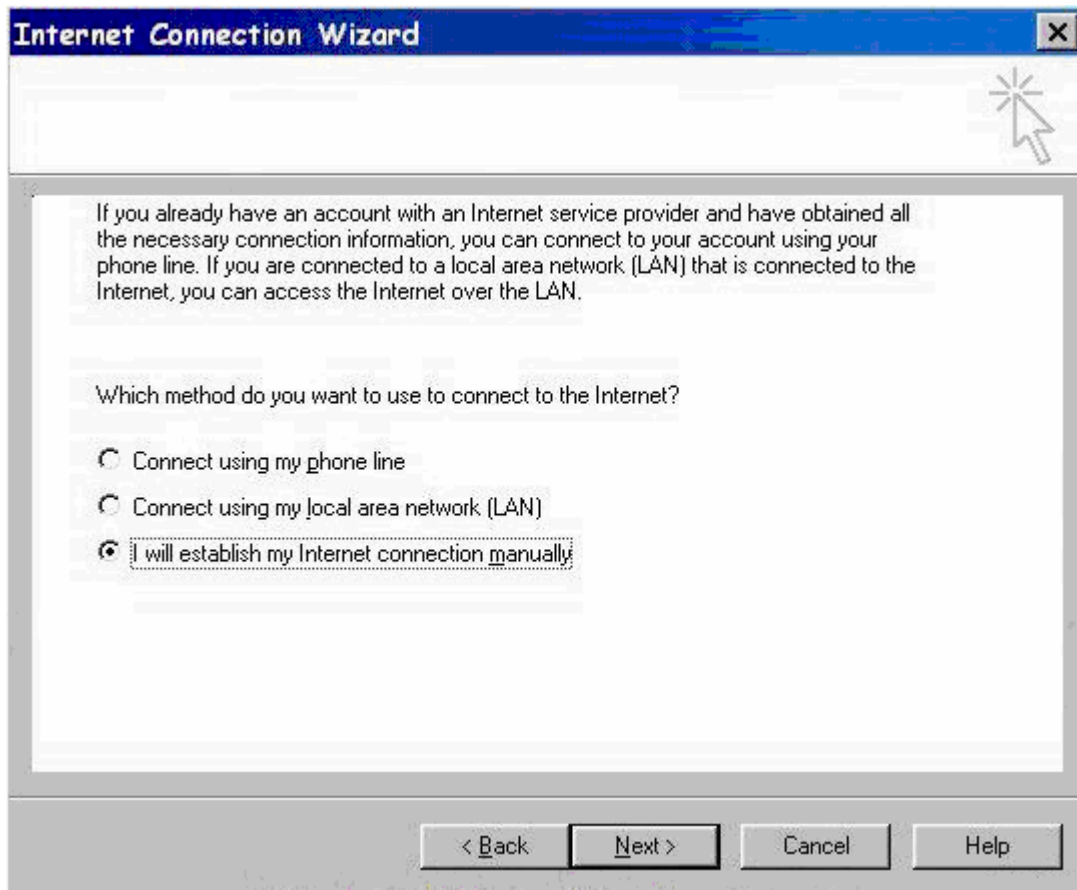
5. Enter settings as per the screen below, and note that:
 - a. Account name: your Gmail email address
 - b. Password: your Gmail password

Click **Next** when done.

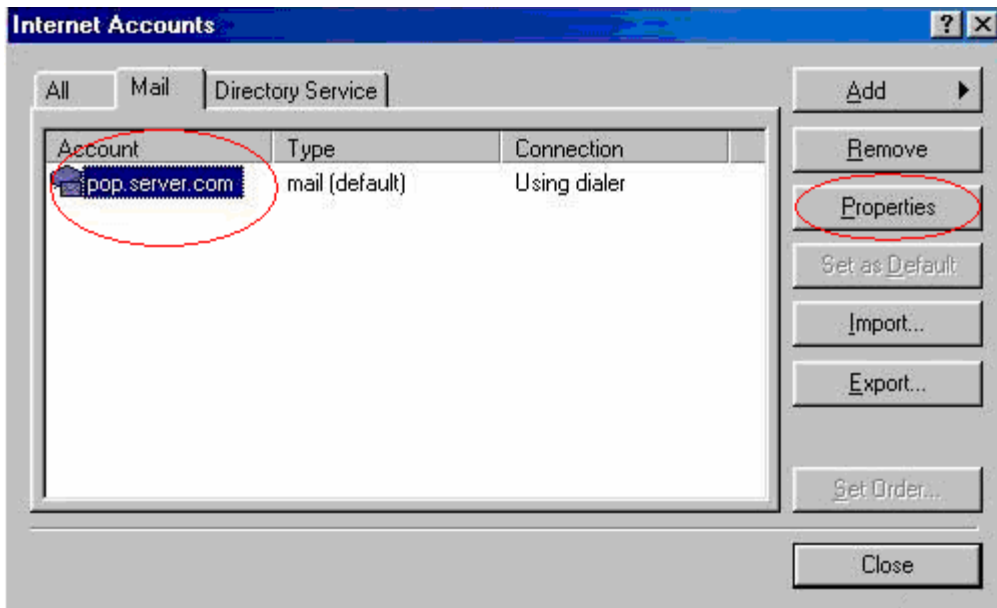


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main text reads: 'Type the account name and password your Internet service provider has given you.' There are two input fields: 'Account name:' with the value 'john@gmail.com' and 'Password:' with a masked password '*****'. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom, there is a paragraph of text: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.' Below this text is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the dialog are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. The 'Next >' button is highlighted with a dashed border, indicating it is the active or recommended action.

6. Select **I will establish my Internet connection manually**, click on **Next**, **Finish**



7. Left-click on the Account name once, and click on **Properties**



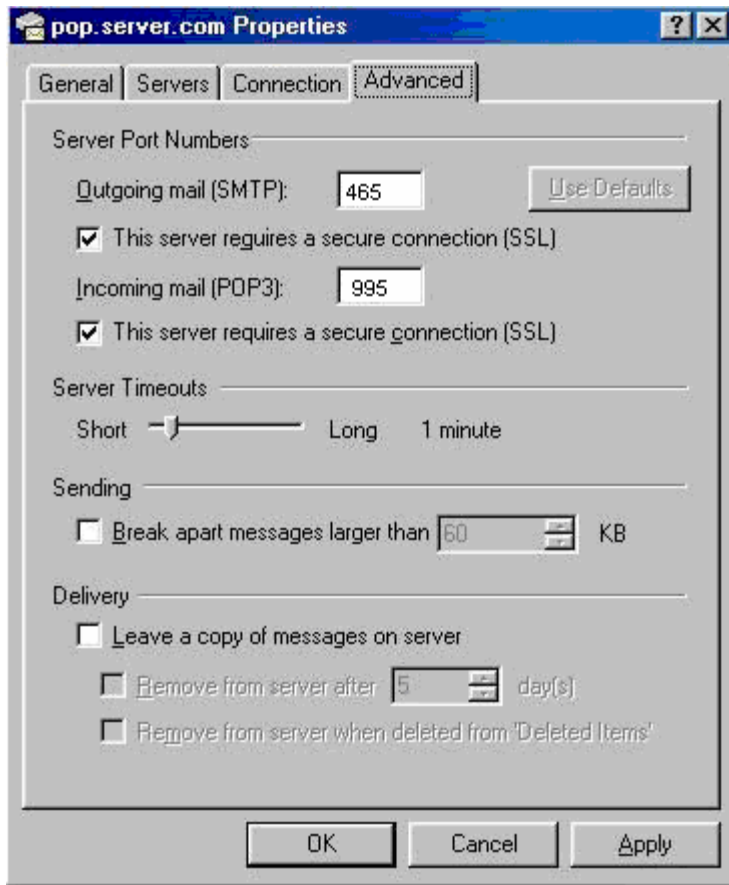
8. Enter settings as per the screen below, and note that:
 - a. Incoming mail server: pop.gmail.com
 - b. Outgoing mail server: smtp.gmail.com
 - c. Account name: john@gmail.com
 - d. Tick box beside My server requires authentication

Click on the Advanced tab next.

The screenshot shows the 'pop.server.com Properties' dialog box with the 'Servers' tab selected. The 'Server Information' section shows 'My incoming mail server is a POP3 server.' with 'Incoming mail (POP3):' set to 'pop.gmail.com' and 'Outgoing mail (SMTP):' set to 'smtp.gmail.com'. The 'Incoming Mail Server' section has 'Account name:' set to 'john@gmail.com' and 'Password:' set to '*****'. The 'Remember password' checkbox is checked, and the 'Log on using Secure Password Authentication' checkbox is unchecked. The 'Outgoing Mail Server' section has the 'My server requires authentication' checkbox checked. A 'Settings...' button is located to the right of this checkbox. At the bottom of the dialog are 'OK', 'Cancel', and 'Apply' buttons.

9. Enter settings as per the screen below, and note that:
 - a. Outgoing mail port: 465 (SSL ticked)
 - b. Incoming mail port: 995 (SSL ticked)

Click Apply, then OK



10. You have successfully set up Gmail on Microsoft Outlook 2000!