

To set it up so gmail can accept emails from out look

1. Open Gmail account



2. Click on settings star top right corner

3. Click on

See all settings

4. Click on , this menu across the top

Forwarding and POP/IMAP

5. Scroll down and make sure you tick next to **enable pop** or **Enable IMAP**

6. Click **SAVE CHANGES**

1. Status: **POP is enabled** for all mail that has arrived since 8:00 pm

Enable POP for **all mail** (even mail that's already been downloaded)

Enable POP for **mail that arrives from now on**

Disable POP

2. When messages are accessed with POP

3. **Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)

[Configuration instructions](#)

Status: **IMAP is disabled**

Enable IMAP

Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)

[Configuration instructions](#)

Save Changes

Cancel