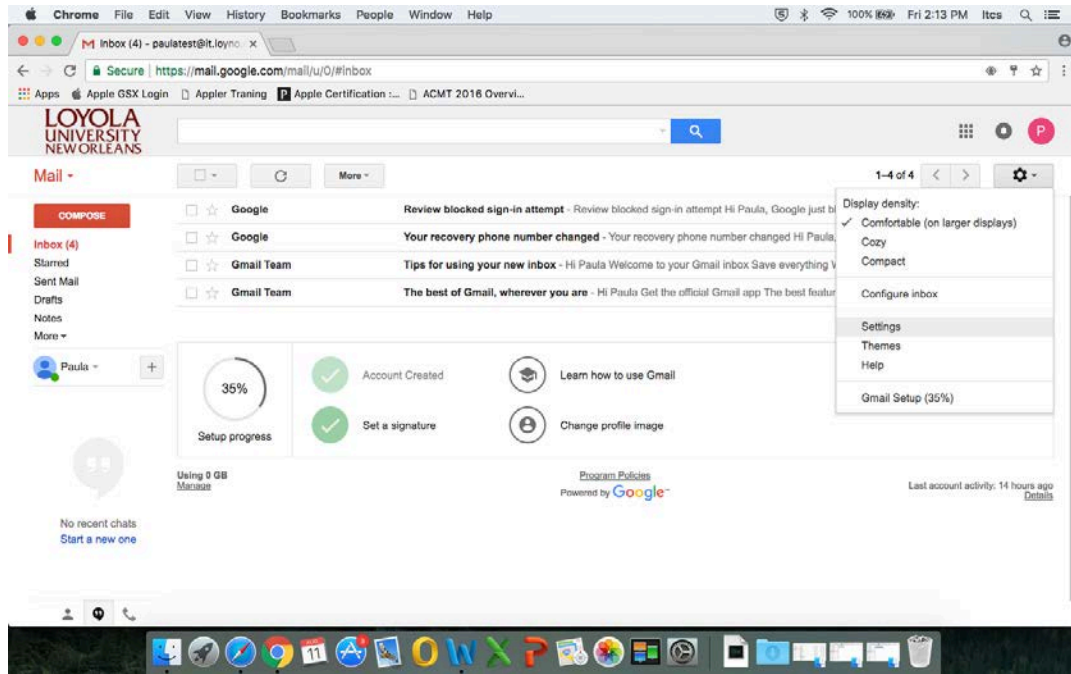
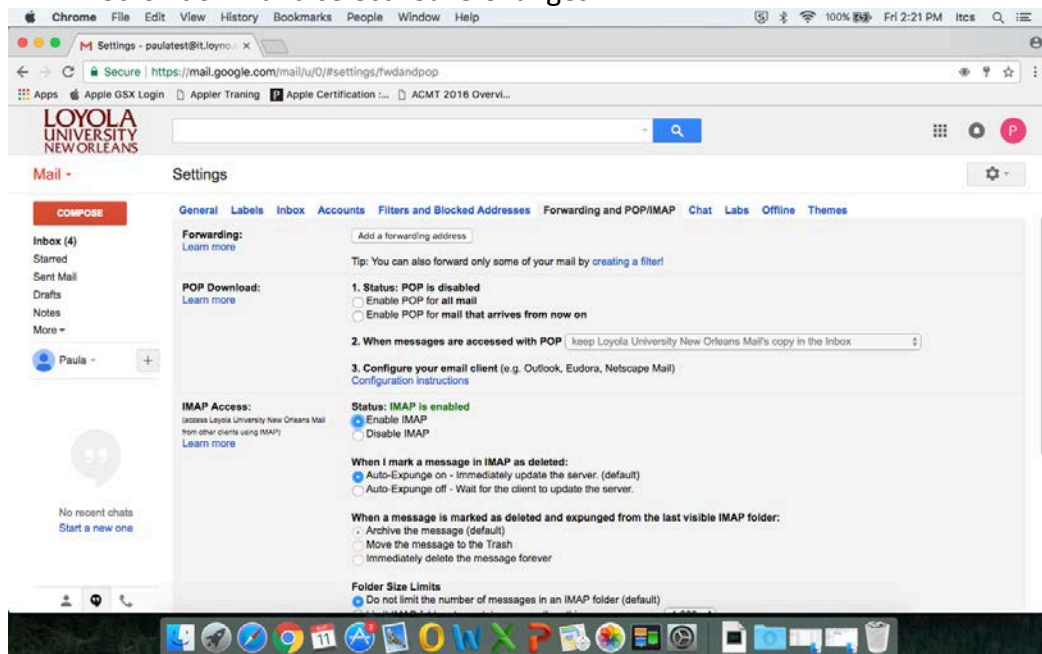


## How to add a Gmail Account to Outlook 2016 for the Mac

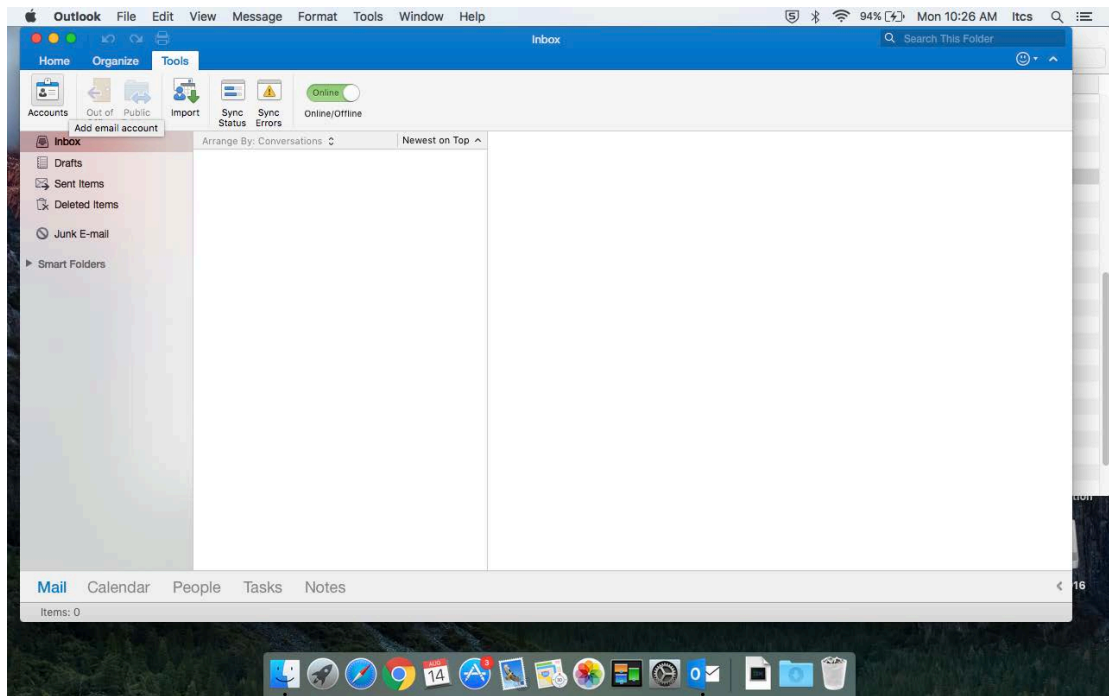
1. After you setup your Gmail account in a web browser, click on the “Settings” button (it is the one with the gear icon). Click on “Settings”.



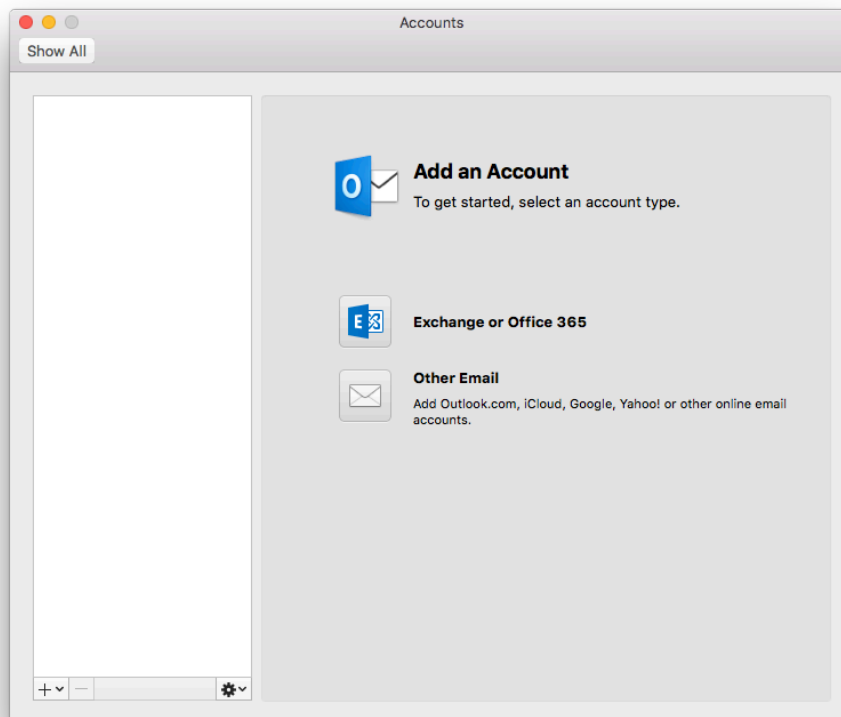
2. Click on the “Forwarding and POP/IMAP tab and under IMAP Access, select enable IMAP. Scroll down and select “Save Changes”.



3. Open your Outlook program and click on “Tools” and then click “Add Account”.



4. Select “Other Email”.



5. Type in your email address and password. The window will expand once you enter your address and password. Under user name type your full address. Match the settings for the incoming and outgoing server that you see below. Make sure you select “override default port” and to the right enter the appropriate port number. Click “Add Account”.

The screenshot shows the 'Accounts' window in Outlook. A dialog box titled 'Enter your account information.' is open. It contains the following fields and options:

- E-mail address:
- Password:
- ☐ Configure automatically
- User name:
- Type:  (with a dropdown arrow)
- Incoming server:  :
- ☒ Override default port
- ☒ Use SSL to connect (recommended)
- Outgoing server:  :
- ☒ Override default port
- ☒ Use SSL to connect (recommended)

At the bottom of the dialog box are 'Cancel' and 'Add Account' buttons. The background window shows a list of accounts on the left and a preview of an email on the right.

6. Your email should start to populate in your new Outlook profile.