How do I configure Outlook email client in IMAP mode to work with Gmail in Windows?

**Show Me**

**Tell Me**

<table>
<thead>
<tr>
<th>Outlook 2013</th>
<th>Outlook 2016</th>
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</table>
| 1. **Enable IMAP** on your Gmail account  
2. Open Outlook 2013  
3. Click the **File** menu  
4. Under the **Info** tab, click **Add Account**  
5. Click on **Manual setup or additional server types** | 1. **Enable IMAP** on your Gmail account  
2. Open Outlook 2016  
3. Click **Next**  
4. When prompted to add an email account, select **Yes** and click **Next** |

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**IT Support**
The University's ITS Department provides limited technical support for those electing to use an IMAP client to retrieve Gmail. Support includes best effort IT phone support (no ticket escalation) and the FAQs shown. Individual colleges/departments may provide additional support. The College of Liberal Arts & Sciences (CLAS) IT does not support IMAP email clients.

**Tip**
A change in email can be difficult, especially at first. Please explore and use the features of Gmail exclusively for at least 30 days before considering going back to a desktop email client. Thunderbird, Outlook and Apple Mail do not offer the full search, integration and ease of use found by using a supported web browser with Google Gmail.
6. Click **Next**

7. Click **IMAP**

8. Click **Next**

9. Enter **Your Name**

10. Enter **Email Address**

11. Under **Server Information**, **Account Type** click on the drop down arrow and choose **IMAP**

12. **Incoming mail server**: imap.gmail.com

13. **Outgoing mail server** (SMTP): smtp.gmail.com

14. Enter your full email address (user@uncc.edu)

15. Enter your NinerNET password

16. Click on **More Settings**

17. Click on **Outgoing server**

18. Check **My outgoing server (SMTP) requires authentication**

19. Choose **Use same settings as my incoming mail server**

20. Click on **Advanced**

5. Your name and email address will appear. Select **Manual setup** and click **Next**

6. Select the **Change account settings** option and click **Next**

7. Select **IMAP** and click **Next**

8. Enter **Your Name**

9. Enter **Email Address**

10. Under **Server Information**, **Account Type** click on the drop down arrow and choose **IMAP**

11. **Incoming mail server**: imap.gmail.com

12. **Outgoing mail server** (SMTP): smtp.gmail.com

13. Enter your full email address (user@uncc.edu)
21. **Incoming server (IMAP):** 993
22. Use the following type of encrypted connection: SSL
23. **Outgoing Server (SMTP):** 465 or 587
24. Use the following type of encrypted connection: SSL

25. Click **OK**
26. Click **Next**
27. Click **Finish**
    a. Your folders and email will start populating. Depending on the size of the email box, this may take some time

14. Enter your NinerNET password

15. **Click on More Settings**
16. **Click on Outgoing server**
17. Check **My outgoing server (SMTP) requires authentication**

18. Choose **Use same settings as my incoming mail server**
19. **Click on Advanced**
20. **Incoming server (IMAP):** 993
21. Use the following type of encrypted connection: SSL
22. **Outgoing Server (SMTP):** 465 or 587
23. Use the following type of encrypted connection: SSL

24. Click **OK**
25. Click **Next**
26. You may get an error message. Check your email and click the link in the message from Google to **allow access to less secure apps**

![Message from Google](https://support.google.com/mail/accounts/answer/78354)

Click **OK**

Are you the one who tried signing in?
Google will continue to block sign-in attempts from the app you're using because it has known security problems or is out of date. You can continue to use this app by allowing access to less secure apps, but this may leave your account vulnerable.

Best,
The Google Accounts team

27. Click **Turn on** and return to Outlook and click **OK** on the error message

28. Enter your full email address and NinerNET password and click **OK**

29. Click **Close** when shown test email confirmation

30. Click **Finish**
   a. Your folders and email will start populating. Depending on the size of the email box, this may take some time

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**Related FAQs**

- How do I enable IMAP in Gmail so I can use Thunderbird, Outlook or Apple Mail email client?
- How do I configure Thunderbird email client in IMAP mode to work with Gmail on Windows?
- How do I configure Outlook email client in IMAP mode to work with Gmail in Windows?
- How do I setup my Gmail to use POP since my device doesn't support IMAP?
• How do I use G Suite Sync for viewing Gmail in Outlook?