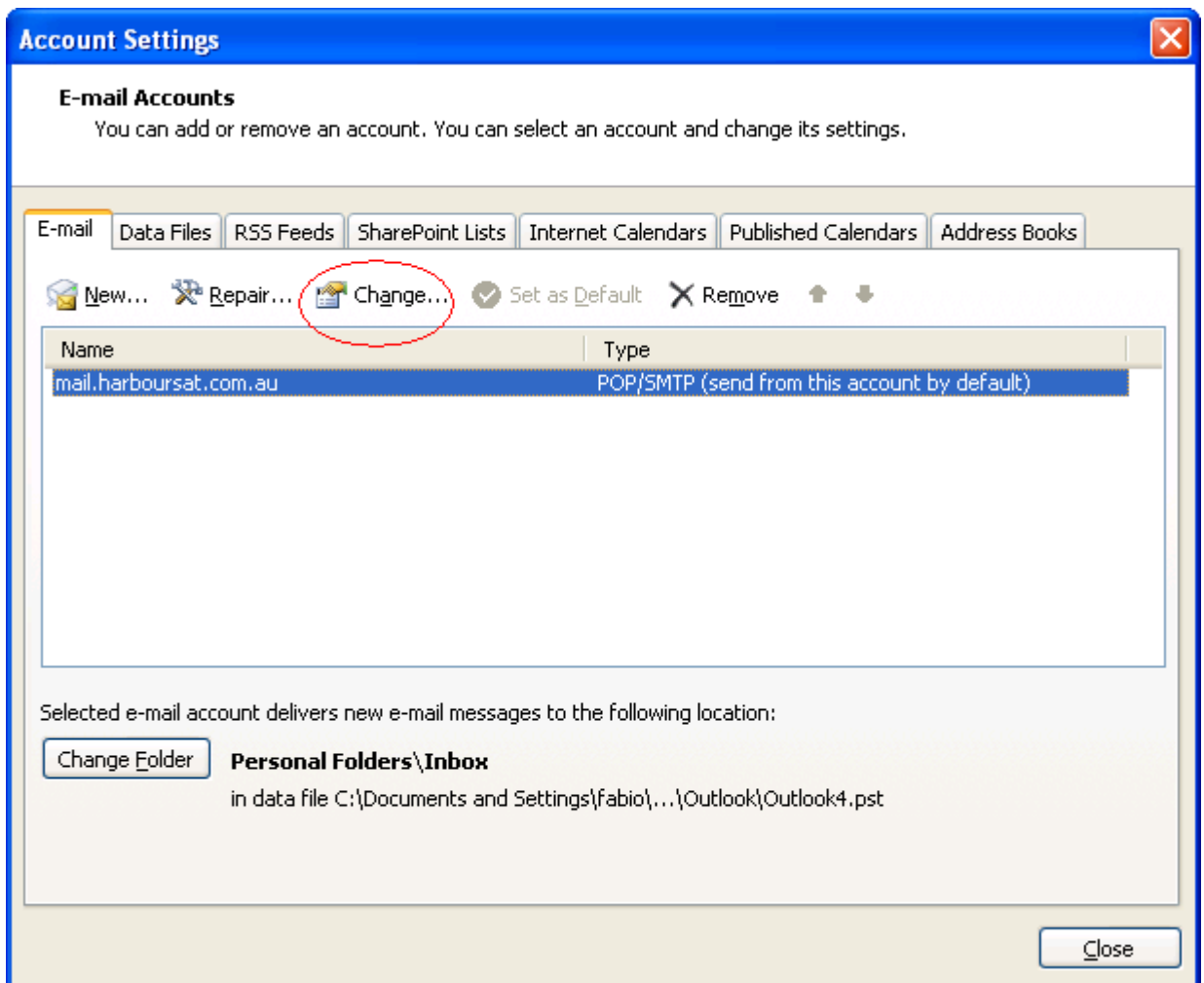


## Outlook 2007

Changing an existing POP account to Gmail POP service using Outlook 2007.

1. Open Outlook.
2. Click tools
3. Select **Account Settings** from the drop down box.
4. Select the E-mail tab
5. Click **Change** options along the top of the page. Please see screen shot example below.



You will be presented with a new page as per screen shot example below;

**Change E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

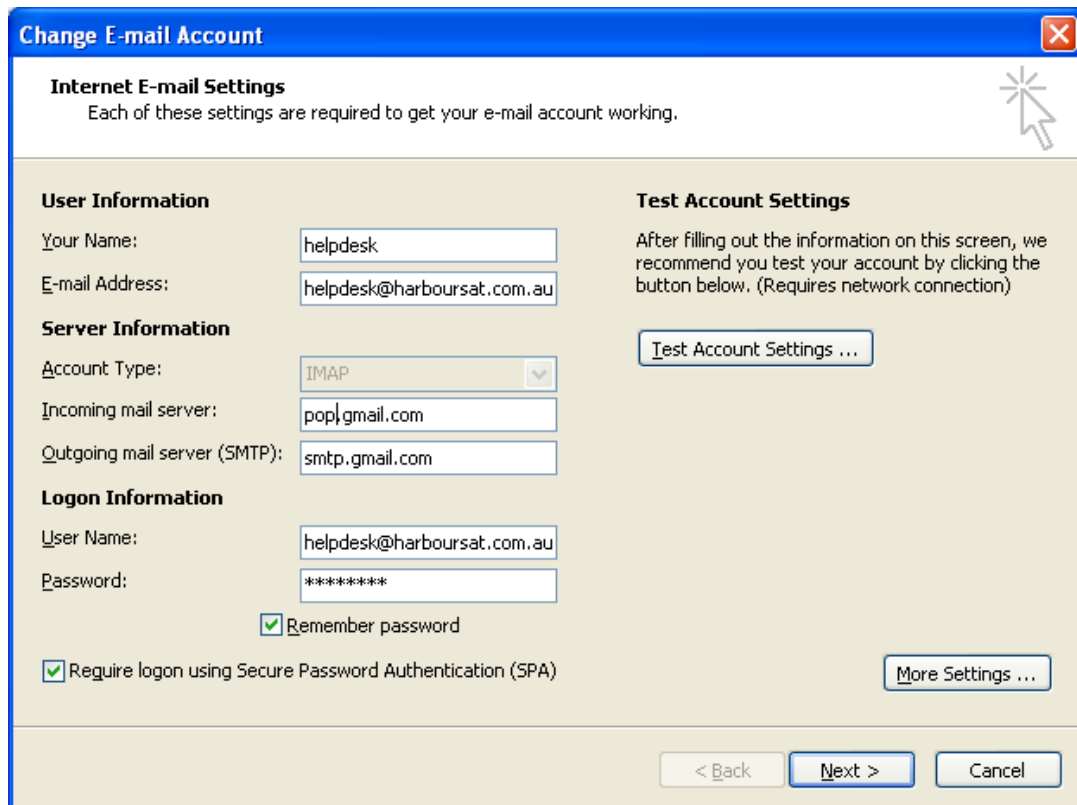
Remember password

Require logon using Secure Password Authentication (SPA)

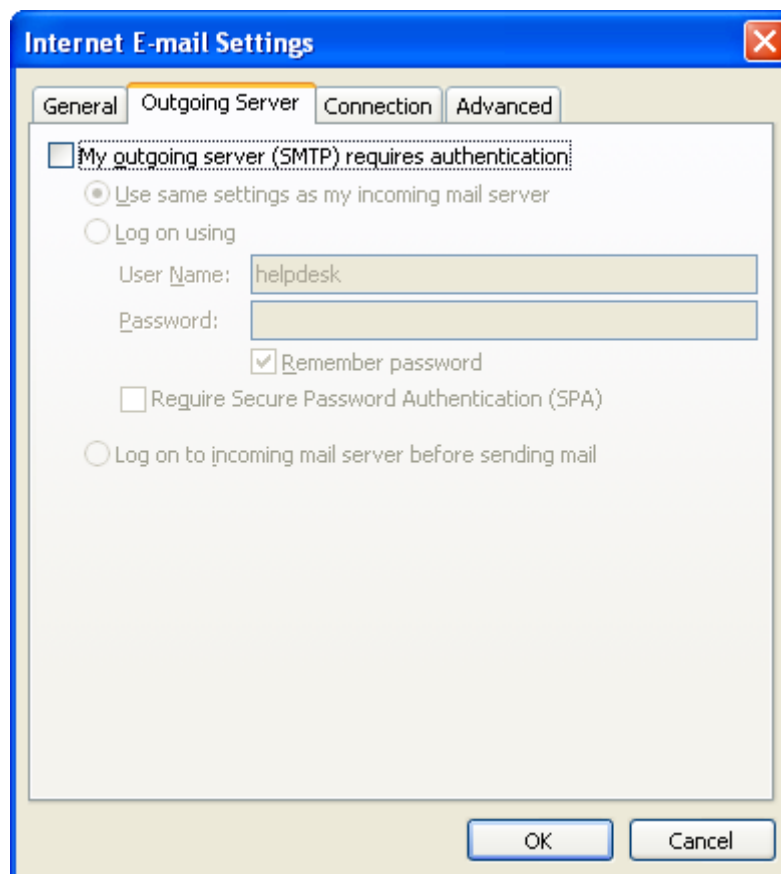
**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

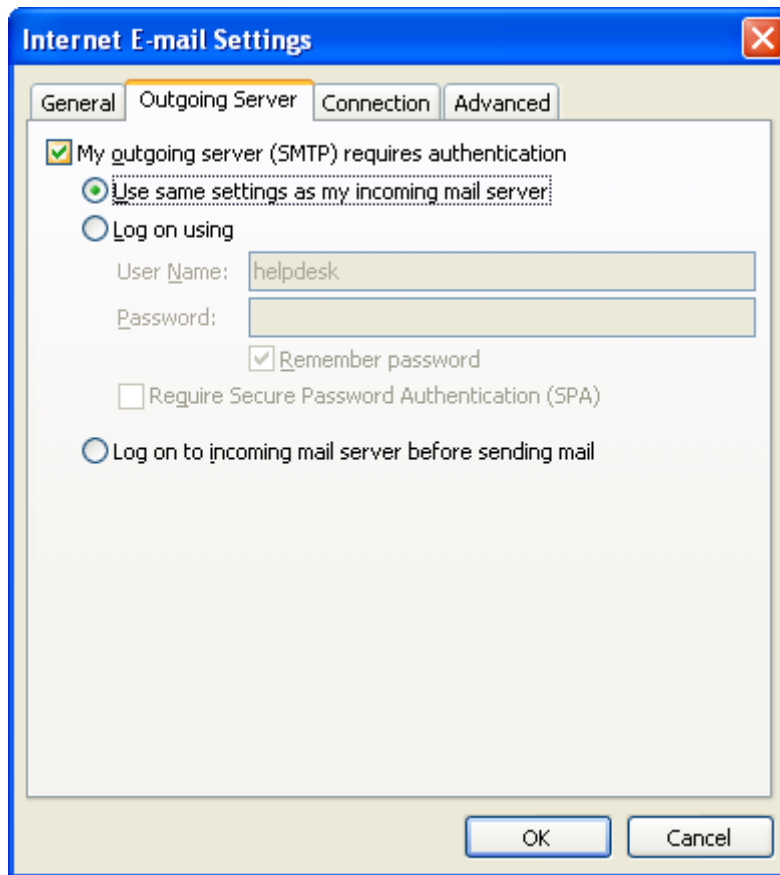
6. Make sure that your full name is in the **Your Name** field
7. Enter your full email address in the **E-mail Address** field. E.g. [helpdesk@harboursat.com.au](mailto:helpdesk@harboursat.com.au).
8. Delete the incoming mail server address
9. Enter **pop.gmail.com** to the incoming mail server field
10. Delete the Outgoing mail server(SMTP) address
11. Enter **smtp.gmail.com** to the Outgoing mail server(SMTP) address
12. Delete the current user name
13. Enter your full email address [username@harboursat.com.au](mailto:username@harboursat.com.au) in the User Name field
14. Delete the current password and enter your new password exactly as provided. Please be advised that passwords are case sensitive.



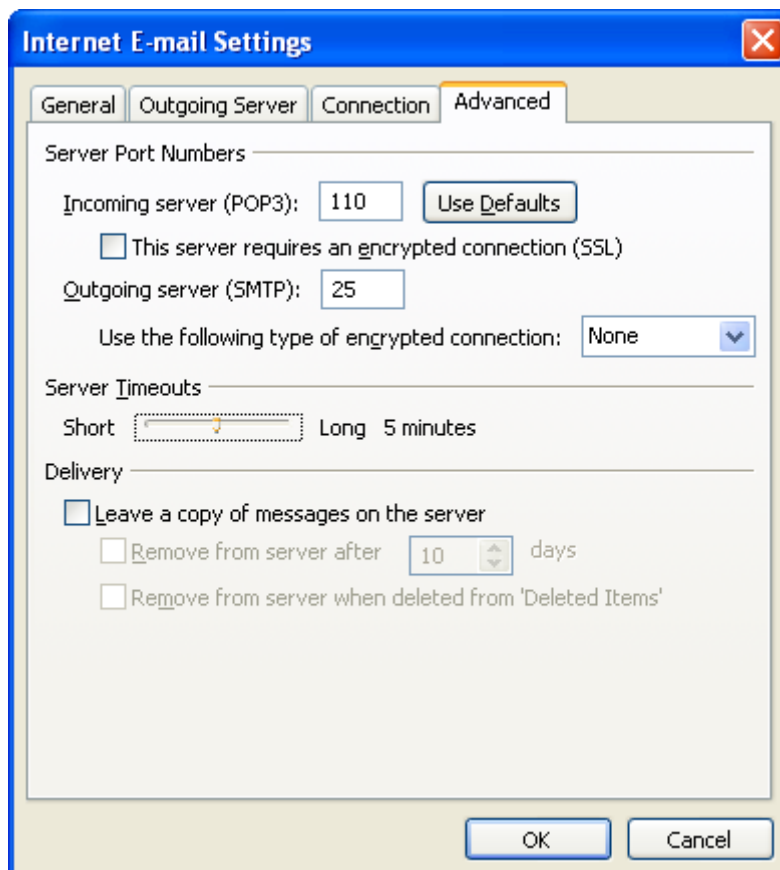
15. Select the **More Settings** Button on the lower right hand side of the E-mail accounts.
16. Select the Outgoing server tab. The screen should appear as per example below;



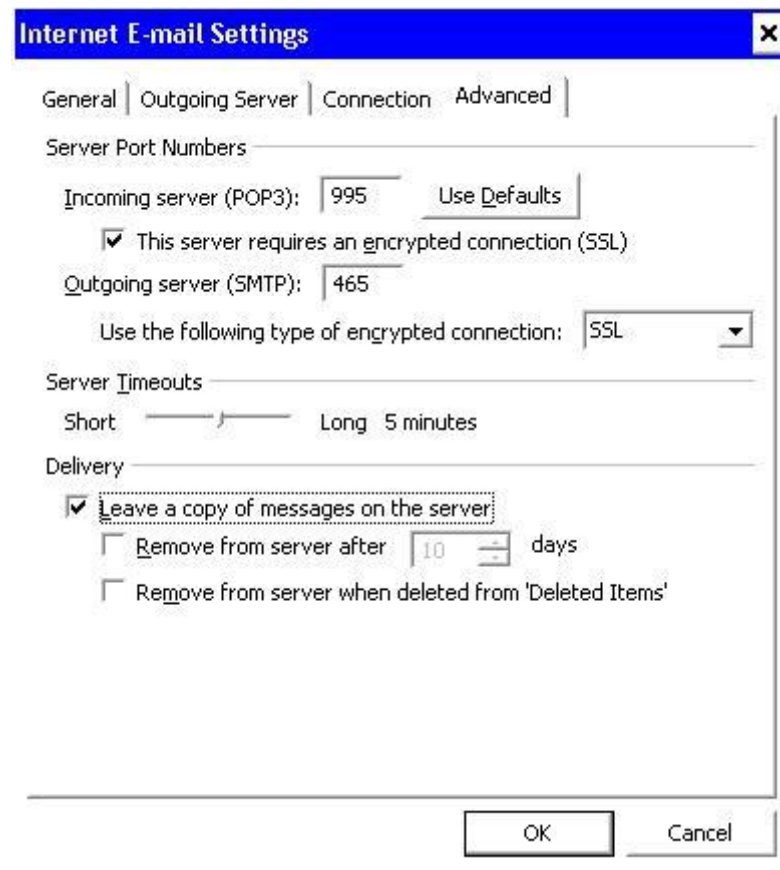
17. Ensure you tick the checkbox for My outgoing server (SMTP) requires authentication



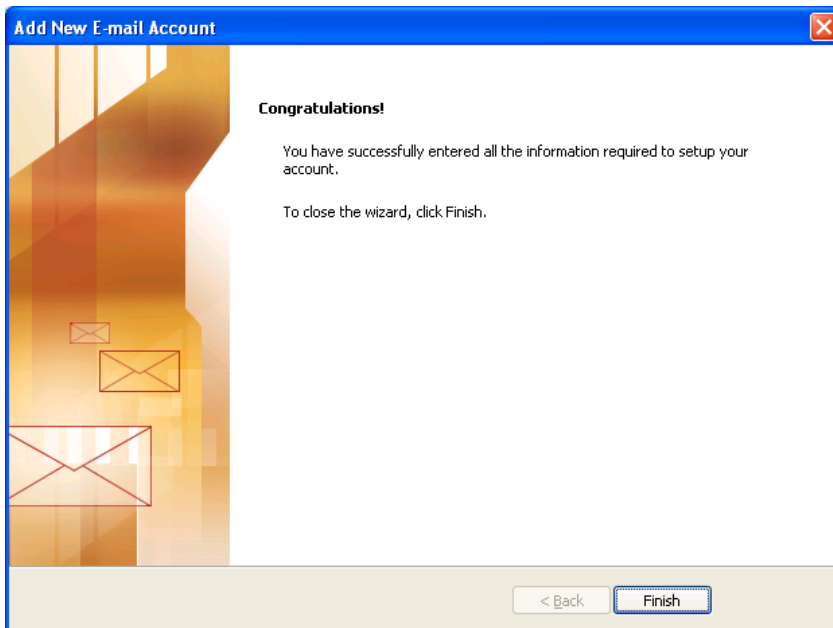
18. Please ensure that green dot is in the **Use same settings as my incoming mail server**.
19. Select the **Advanced** tab. See screen shot example below;



20. Under the Incoming Server (POP3) tick the checkbox This server requires an encrypted connection ( SSL). The number needs to be changed to **995**.
21. Under the Outgoing server (SMTP) section you must select SSL encryption and change the number from 25 to **465**. See screen shot example below.
22. Change the server timeout to 5 minutes by moving the slider to the right



23. Tick the checkbox **Leave a copy of messages on the server**.
24. Click **OK**
25. Click **Next**



A congratulations screen will appear as per screen shot example above.

26. Click **Finish**

**Congratulations** - you have completed setting up your new Gmail POP email account.