Simmons GMAIL Client Setup

Supported IMAP client list:

Below is a list of mail clients and mobile devices you can synchronize with your Gmail.

**Mail Clients**

- Outlook Express (Windows)
- Outlook 2003 (Windows)
- Outlook 2007/2010 (Windows)
- Apple Mail 3
- Apple Mail 4
- Windows Mail
- Thunderbird 2
- Thunderbird 3

**Mobile Devices**

- Android
- iPhone

General instructions:

You can use the following information to configure IMAP with many mail clients:

<table>
<thead>
<tr>
<th>Incoming Mail (IMAP) Server - requires SSL:</th>
<th>SSL: imap.gmail.com</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use SSL: Yes</td>
</tr>
<tr>
<td></td>
<td>Port: 993</td>
</tr>
<tr>
<td><strong>Outgoing Mail (SMTP) Server - requires TLS:</strong></td>
<td>smtp.gmail.com (use authentication)</td>
</tr>
<tr>
<td></td>
<td>Use Authentication: Yes</td>
</tr>
<tr>
<td></td>
<td>Use STARTTLS: Yes (some clients call this SSL)</td>
</tr>
<tr>
<td></td>
<td>Port: 465 or 587</td>
</tr>
<tr>
<td><strong>Account Name:</strong></td>
<td>your full email address (including @gmail.com)</td>
</tr>
<tr>
<td></td>
<td>Google Apps users, please enter <a href="mailto:username@your_domain.com">username@your_domain.com</a></td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
<td>your full Gmail email address (<a href="mailto:username@gmail.com">username@gmail.com</a>)</td>
</tr>
<tr>
<td></td>
<td>Google Apps users, please enter <a href="mailto:username@your_domain.com">username@your_domain.com</a></td>
</tr>
<tr>
<td><strong>Password:</strong></td>
<td>your Gmail password</td>
</tr>
</tbody>
</table>

Please note that if your client does not support SMTP3 authentication, you won't be able to send mail through your client using your Gmail address.

Also, if you're having trouble sending mail but you've confirmed that encryption is active for SMTP in your mail client, try to configure your SMTP server on a different port: 465 or 587.
Outlook 2007/2010:

1. Enable IMAP in Gmail. Don't forget to click **Save Changes** when you're done.
2. Open Outlook.
3. For new setups, select **Do not upgrade**.
4. Click **Yes**.
5. Enter your display name, email address (including '@gmail.com'), and password. Google Apps users, enter your full email address, e.g. 'username@your_domain.com.'
6. Select the 'Manually configure server settings or additional server types' checkbox.

7. Select **Internet E-mail**.
8. **Settings:** name, full email address (including '@gmail.com' or '@your_domain.com')

- In the **Account Type** dropdown menu, select **IMAP**. In the 'Incoming server name' section, enter: imap.gmail.com and in the 'Outgoing server name (SMTP)' section, enter: smtp.gmail.com.

- In the 'User Name' field, give your full Gmail address, including '@gmail.com' or '@your_domain.com.'

- After creating these settings, clicking **Next** takes you to the end of the setup.

9. In the **Tools** menu, select **Options** then **Mail Setup**. Under 'Email Accounts,' click **Email Accounts**.
10. Select an account, and click **Change** above the list of accounts. Click **More Settings**, then the **Advanced** tab.

- Incoming server must be 993, and must use SSL3 encryption.
- Outgoing server can use 587, TLS4 encryption.
11. Click the **Outgoing Server** tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected. The radio button 'Use same settings as my incoming mail server' should also be selected.

![Internet E-mail Settings](image)

12. Click **OK > Next > Finish > Close > OK**.

**Thunderbird 3.0:**

1. As a reminder, please make sure to Enable IMAP in Gmail and click **Save Changes** when you're done.
2. Open Thunderbird.
3. Click the **Tools** menu, and select **Account Settings**...
4. Select **Add Mail Account**... from the drop-down list located under the account list on the left.
5. The first dialog in Thunderbird’s Automatic Account Configuration will be displayed. Enter your name, your Gmail email address and your password. Click Continue.

6. Thunderbird will query the Gmail server and automatically configure the appropriate IMAP connection settings for your account. When complete, Thunderbird will show you a confirmation dialog similar to this one:
7. Confirm that the connection settings are the same as those shown above and click Create Account.

Apple Mail 4.0:

1. Click Mail > Preferences....
2. On the Accounts tab, click the + button to add a new account.
3. Fill in the Welcome to Mail window with the following information:
   - Full Name: [your name]
   - Email Address: your full email address [username@gmail.com, or username@your_domain.com for Google Apps users]
   - Password: your Gmail password
4. Click Create, verify your Account Summary, and you’re all set!
If you’d like to verify your IMAP settings after you have configured your mail client, you can view this through the **Accounts** tab by going through **Mail > Preferences**... The settings should be as follows:
To review your port number information, click on the **Advanced** tab.