Setting up Gmail in Outlook 2016 on Windows

Students, staff and faculty can configure Gmail on to Outlook 2016 on Windows.

Warning

In order to configure Gmail on Outlook 2016, you need to first enable IMAP within your UConn Gmail account. Instructions for configuring these settings can be found here.

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1. In Outlook, navigate to File > Add Account (under the Info tab on the left)
2. Select "Manual setup" or "additional server types", then click next
3. Select "POP" or "IMAP", then click next
4. Enter the following information:
   - **User Information:**
     - Your Name: Firstname Lastname
     - Email Address: firstname.lastname@uconn.edu
   - **Server Information:**
     - Account Type: IMAP
     - Incoming mail server: imap.gmail.com
     - Outgoing mail server (SMTP): smtp.gmail.com
   - **Login Information:**
     - User Name: your UConn email address
     - Password: your UConn gmail password
     - Make sure Remember Password is checked
     - Select how much mail to keep offline using the meter on the right
5. Select More Settings
6. Under the Outgoing Server tab, check My outgoing server (SMTP) requires authentication
7. Under the Advanced tab, enter the following information:
   - **Server Port Numbers:**
     - Incoming server (IMAP): 993
     - Use the following type of encrypted connection: SSL (from the dropdown)
     - Outgoing server (SMTP): 587
     - Use the following type of encrypted connection: TLS (from the dropdown)
8. Click OK
9. Click Next then wait for outlook to log onto the server (this may take several minutes)
10. Once the status is Completed click Close and then Finish

Info

It may take a second for your email to sync, but you can always click "Send/Receive All Folders" to make sure syncing is complete.

Related articles

- Setting up Your UConn Student Gmail Account
- Forwarding UConn G-Suite Emails
- What is the Difference Between G-Suite Core and Public Services?
- Setting Up Gmail on a Mac
- Setting Up Gmail in Thunderbird