Set up Gmail with Outlook, Apple Mail, or other mail clients

You can download messages from Gmail and see them using a program like Microsoft Outlook, Apple Mail, or Thunderbird, even when you aren't online. This process is called POP or IMAP, and is free for all Gmail users.

Step 1: Enable IMAP

You can retrieve your Gmail messages with a client or device that supports IMAP, like Microsoft Outlook or Apple Mail.

1. Sign in to Gmail.
2. Click the gear in the top right ⚙ .
3. Select **Settings**.
4. Click **Forwarding and POP/IMAP**.
5. Select **Enable IMAP**.
6. Click **Save Changes**.

Note: This setting is not available while using the basic HTML view of Gmail. To enable IMAP, use the standard view instead.

Step 2: Set up your client

Use the table below to update your client with the correct information.

Incoming Mail (IMAP) Server:	imap.gmail.com **Requires SSL**: Yes **Port**: 993
Outgoing Mail (SMTP) Server:	smtp.gmail.com **Use Authentication**: Yes **Port for SSL:**: 465 Use same settings as incoming mail server
Full Name or Display Name:	[your name]
Account Name or User Name:	your full email address (userID @upm.edu.my)
Email Address:	your full email address (userID @ upm.edu.my)
Password:	your UPMID password