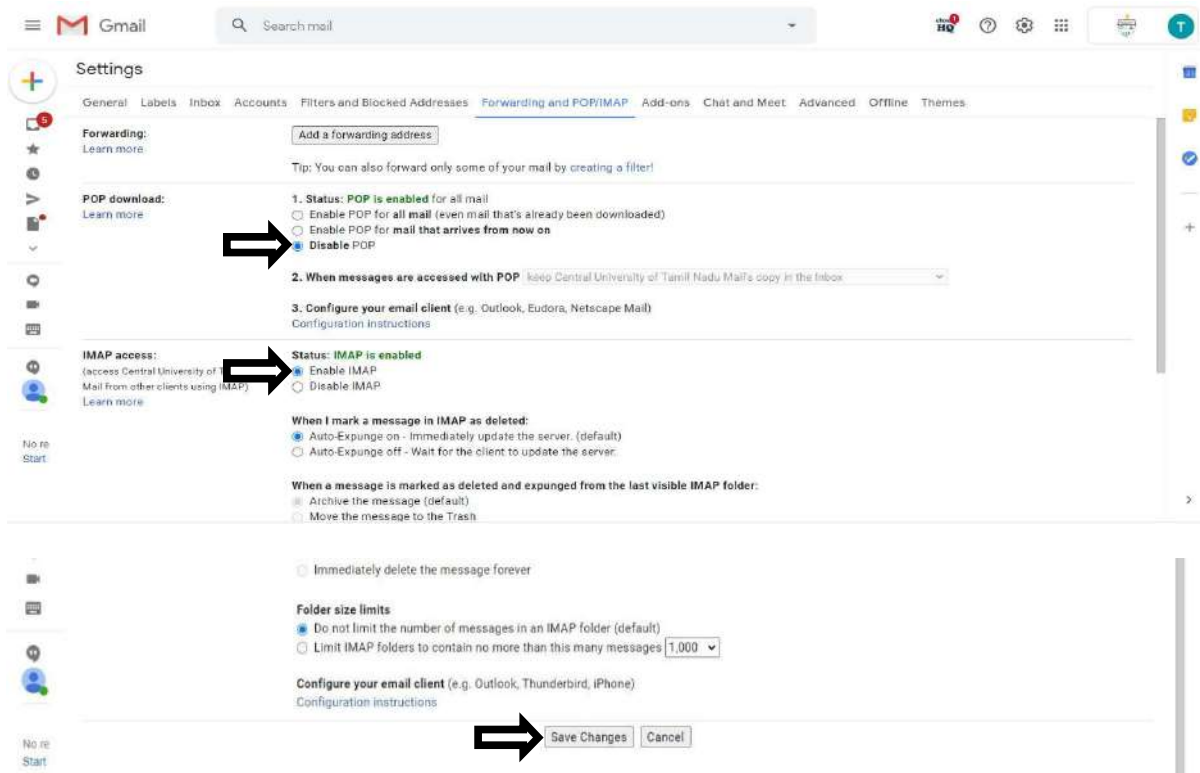
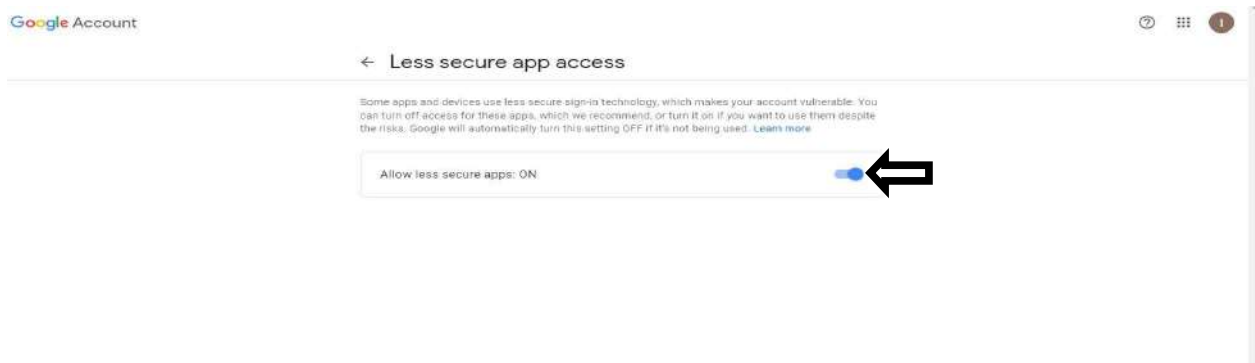


## User manual for Downloading emails from Gmail account to Outlook in Laptop / Desktop

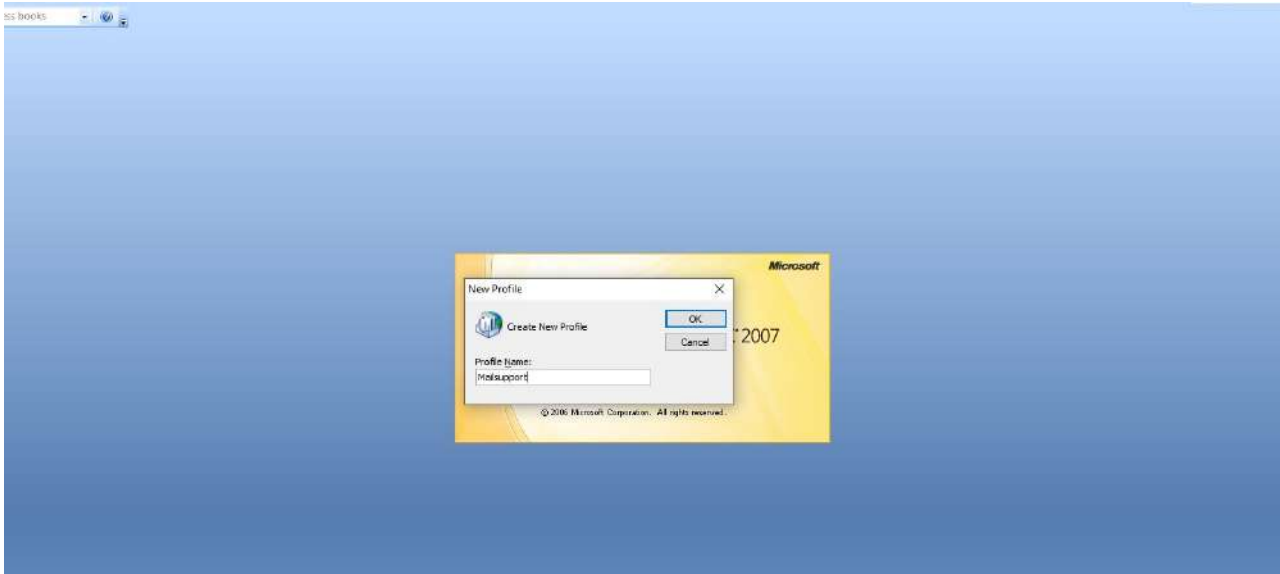
1. **Login into your Gmail account** and go to **Settings** icon.
2. In the Settings pane, click **Forwarding and POP/IMAP** option
3. Select **Disable POP** and **Enable IMAP**
4. **Save changes** button.



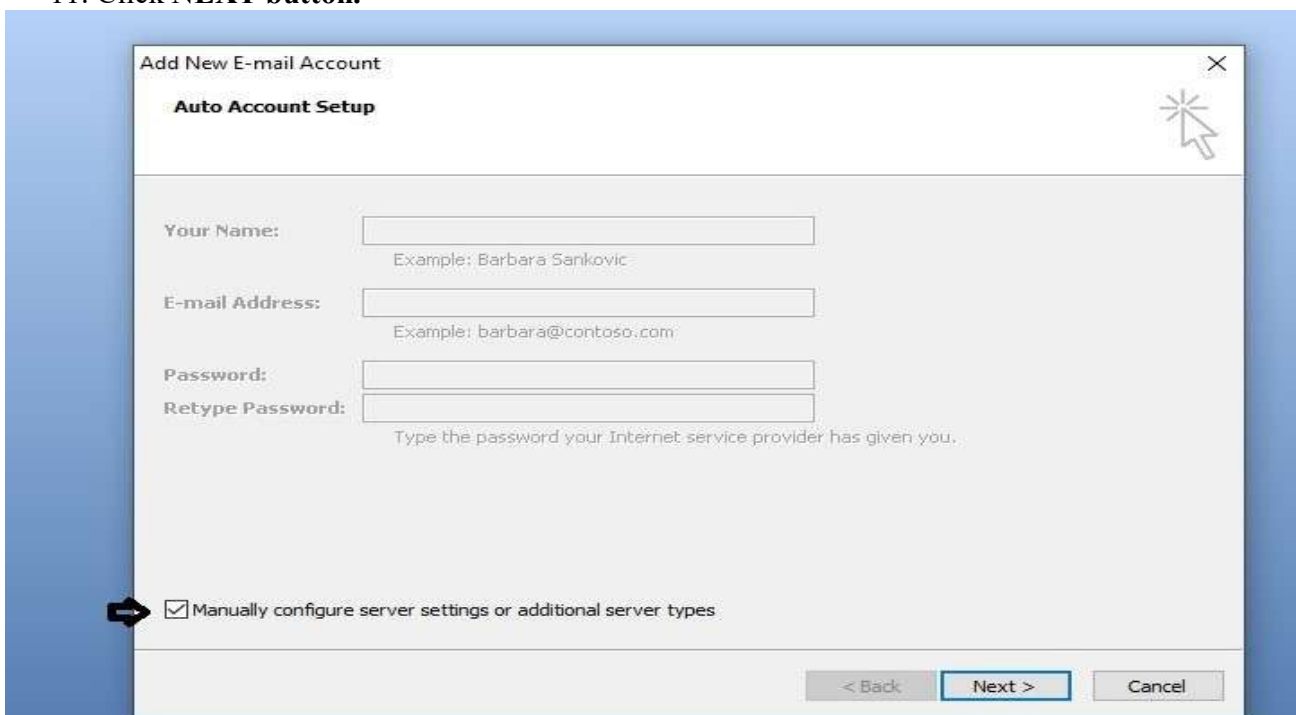
5. Go to the **My Account** in your Gmail account and then **Click Security** pane.
6. <https://myaccount.google.com/lesssecureapps> **Click Allow less secure apps ON**



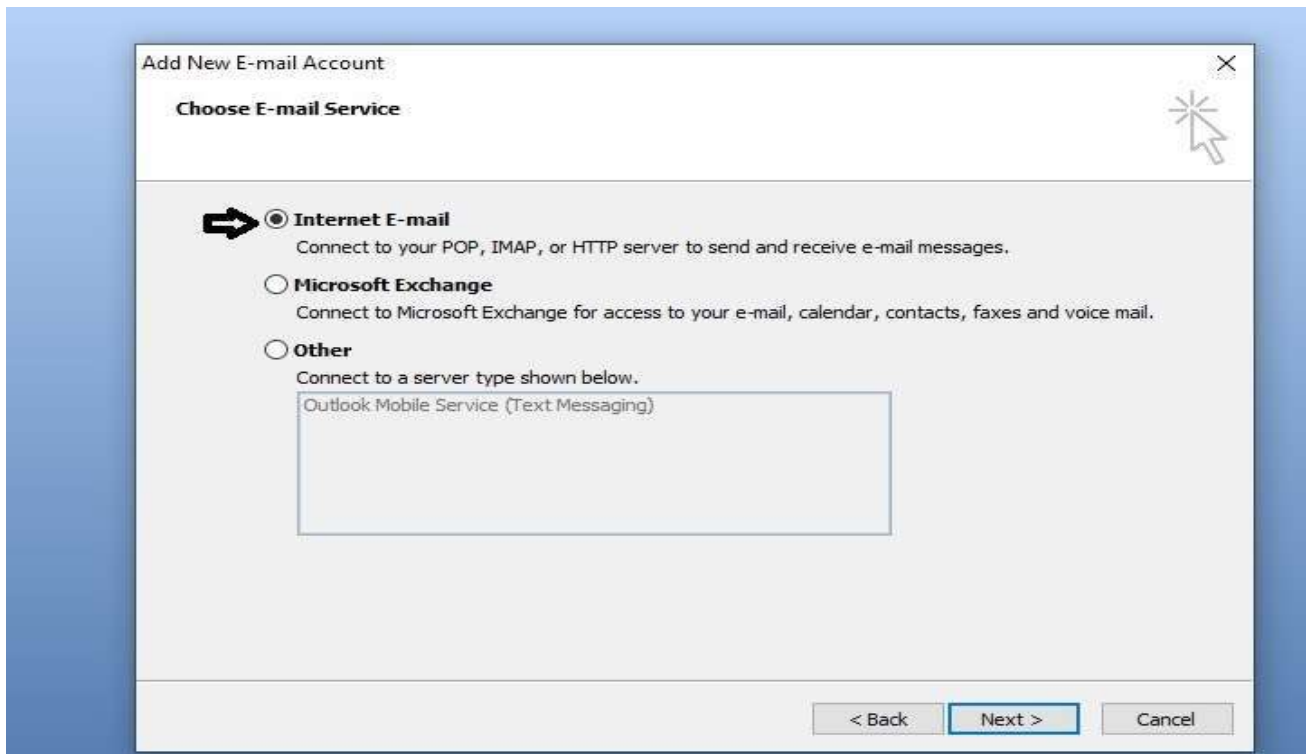
7. Open the **Microsoft Outlook** in your **Laptop / Desktop Computer**.
8. **Type your profile name.** (Ex: name)



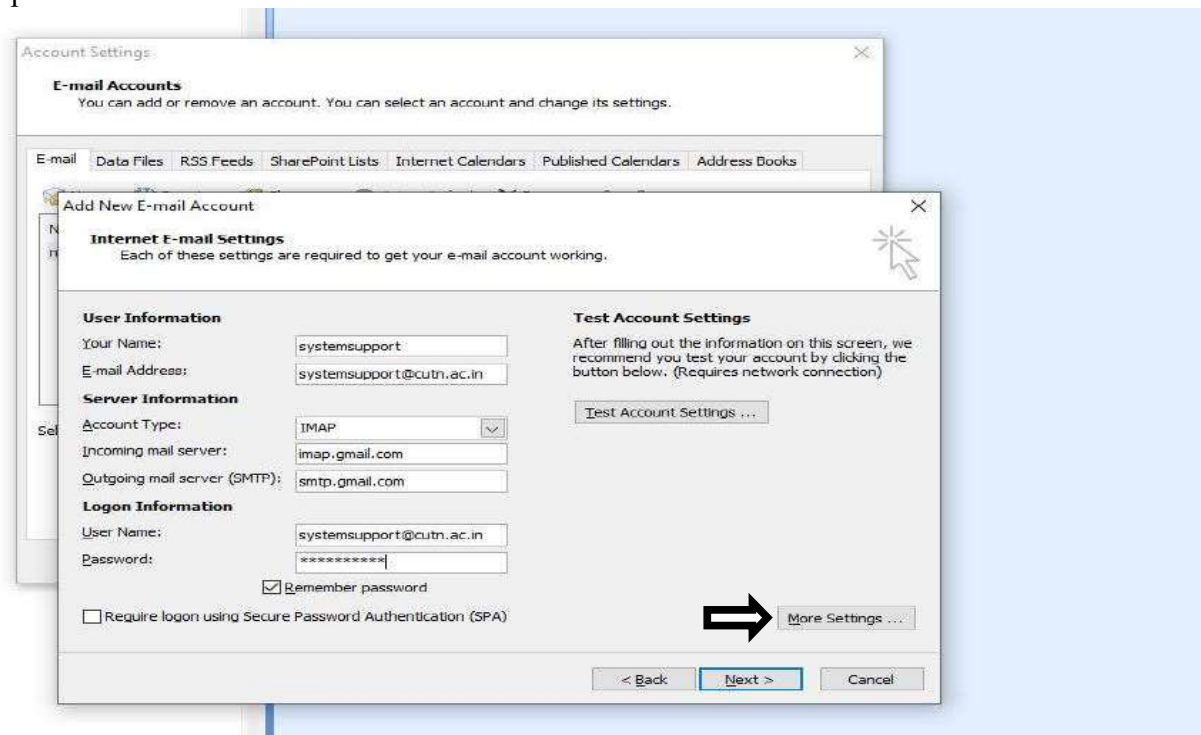
9. Click **OK** button
10. Select **Manually configure server settings or additional server types**
11. Click **NEXT** button.



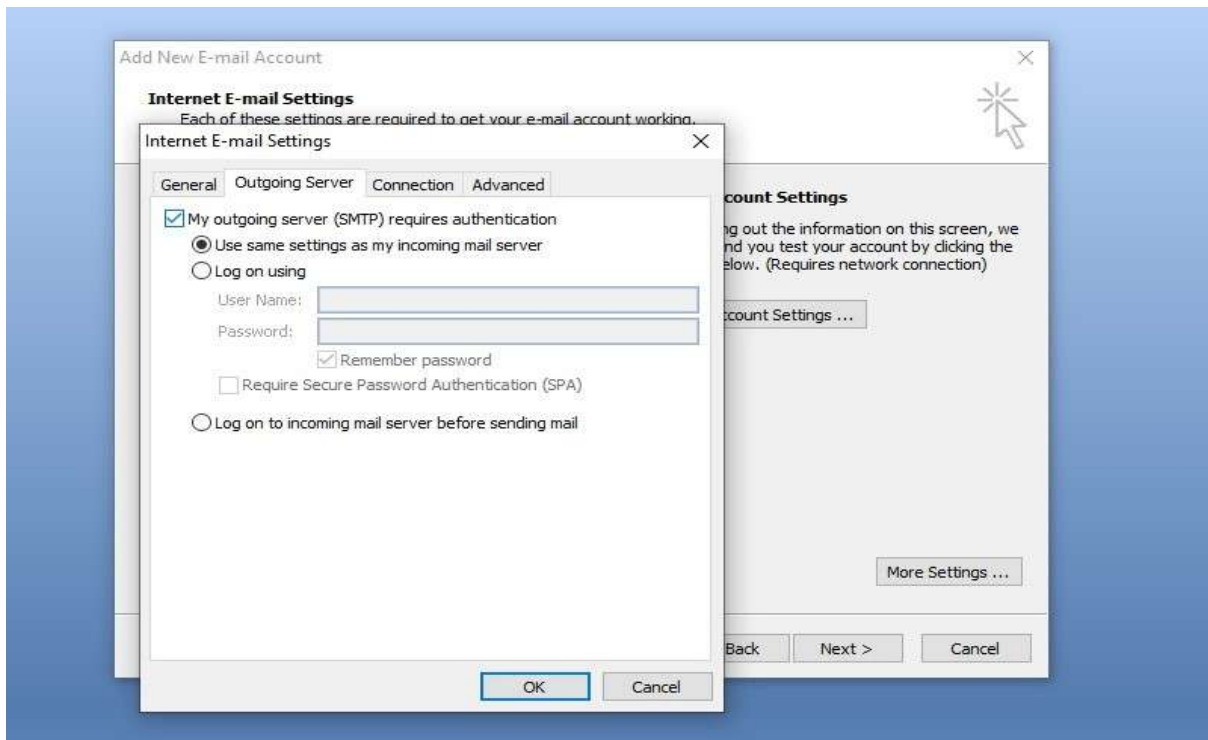
12. Select **Internet E-mail** option then Click **NEXT** button.



13. Type Your name and Your E-mail address, Account type, Incoming mail server, Outgoing mail server. Type your Logon information User name and Password then Click **More Settings** option.



14. In More settings window, Click **Outgoing server tab** and Select **My outgoing server (SMTP) requires authentication option**.

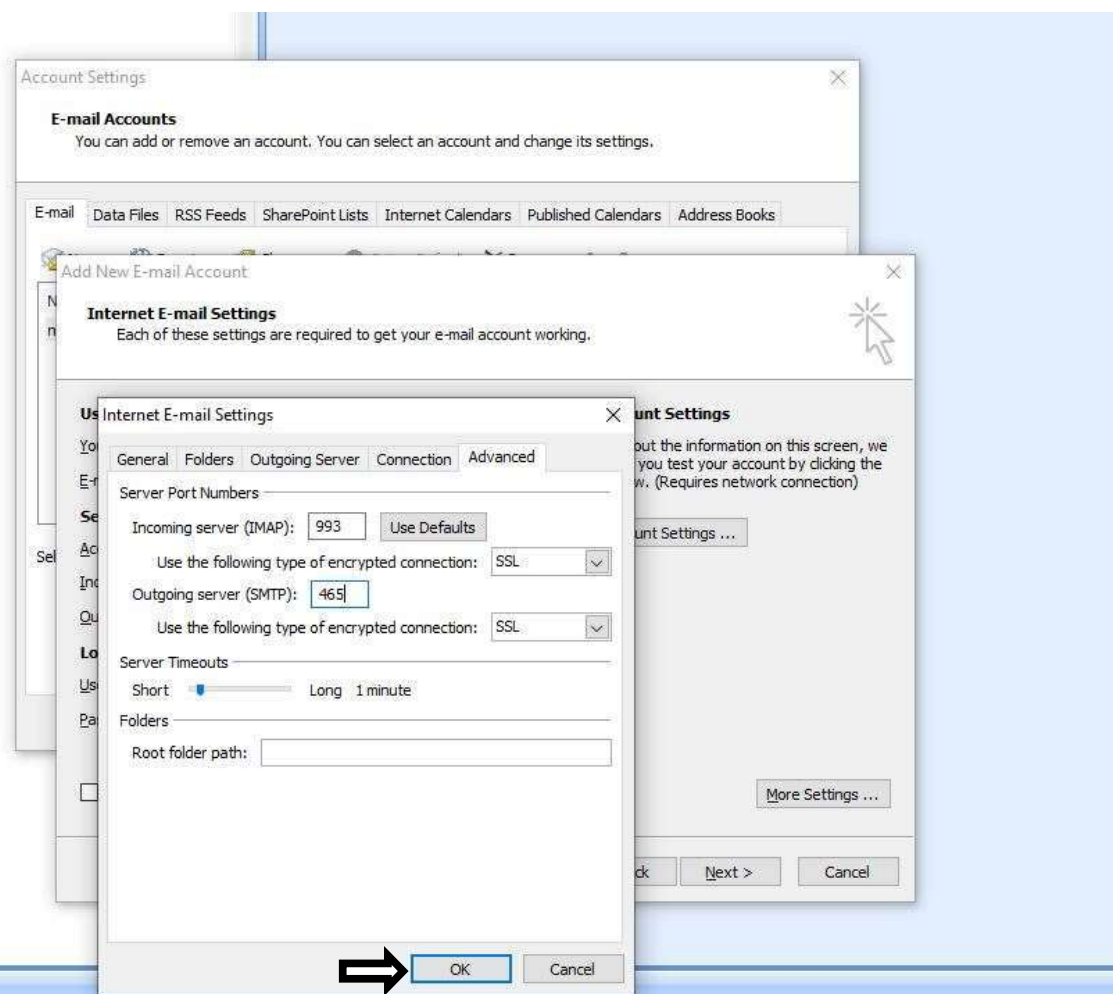


15. Click **Advanced tab**.

16. Type **Incoming Server (IMAP) 993** and Select **Use the following type of encrypted connection Choose (SSL)**

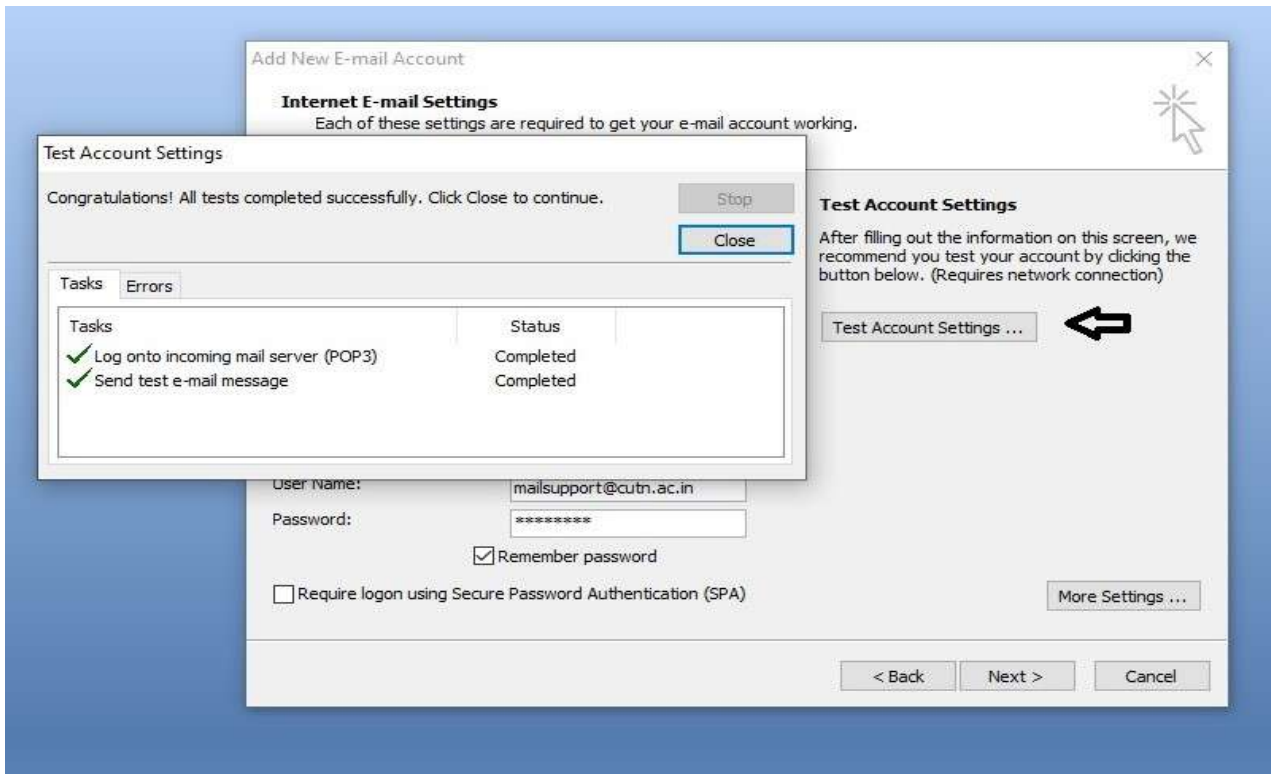
17. Type **Outgoing server (SMTP) 465** and Select **Use the following type of encrypted connection Choose (SSL)**

18. Then click **OK button**

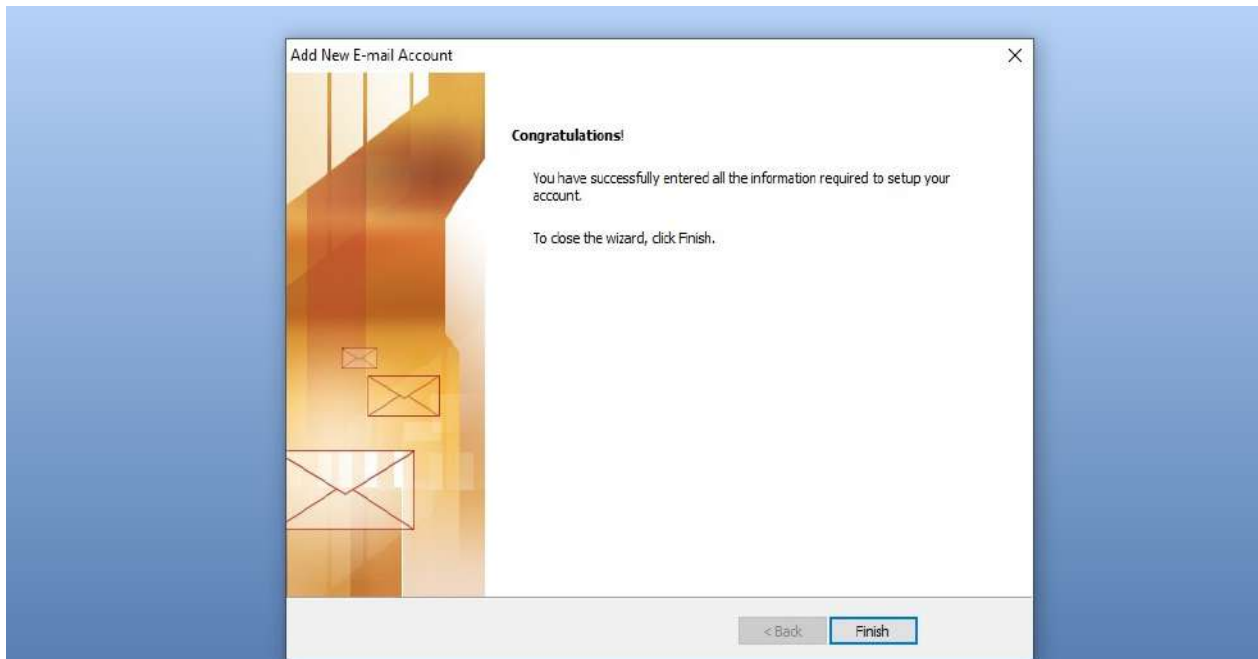


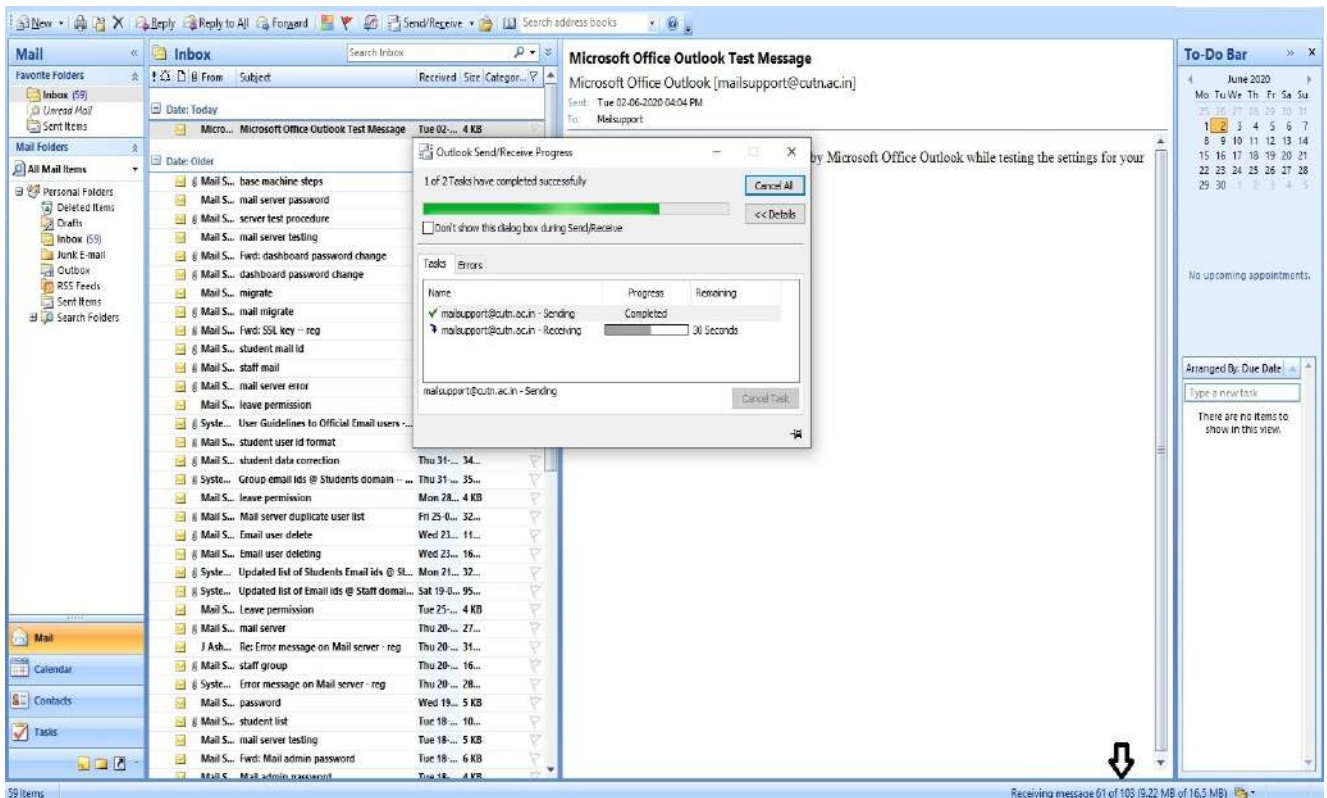
19 .Click **Test Account Settings** option then process are completed close.

20. Then Click **Next** Option



21. Click **Finish** button





22. In Outlook, Select **Tools** Menu then select **Send/Receive All** option (or) **Press F9** Key in your keyboard.

23. It will take few hours (depends on the Email box size) to downloading all mails from your Gmail account.

24. Completed Successfully.

\*\*\*\*\*

### THANK YOU

Kindly contact IT Service Desk, if you need any help in this regard.

Telephone: 04366-277290 Email: mailsupport@cutn.ac.in