

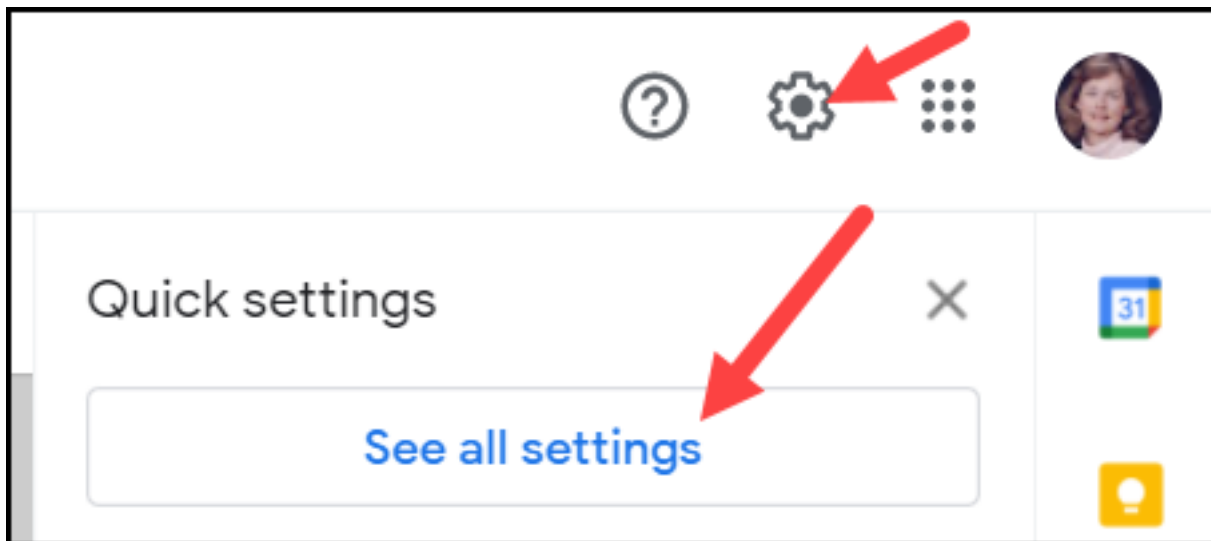
# HOW TO: Add Clemson Gmail to Outlook

117 Faye Buckley March 15, 2023 [Gmail](#)

**First, you may need to make changes in one or two settings in your Google Apps.**

To enable IMAP in your Google Apps settings, please follow the steps below:

- Sign in to your Google Apps account and go to your Gmail.
- Click the **gear** in the top right.
- Click on **See all settings**.

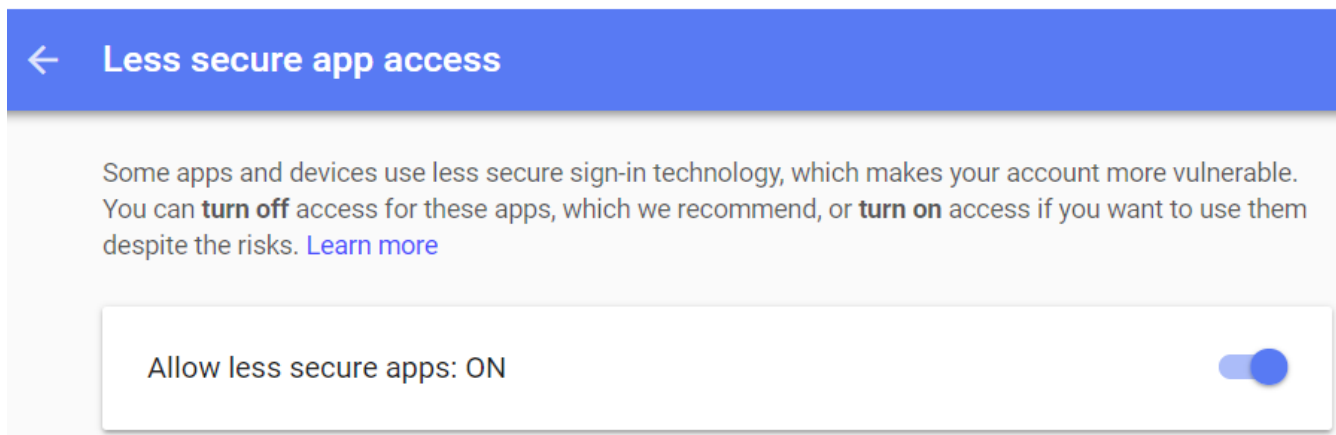


- Click the **Forwarding and POP/IMAP** tab at the top.
- Select **Enable IMAP** in the IMAP Access category.
- Click **Save Changes**.



Turn Less secure app access on for your Google account.

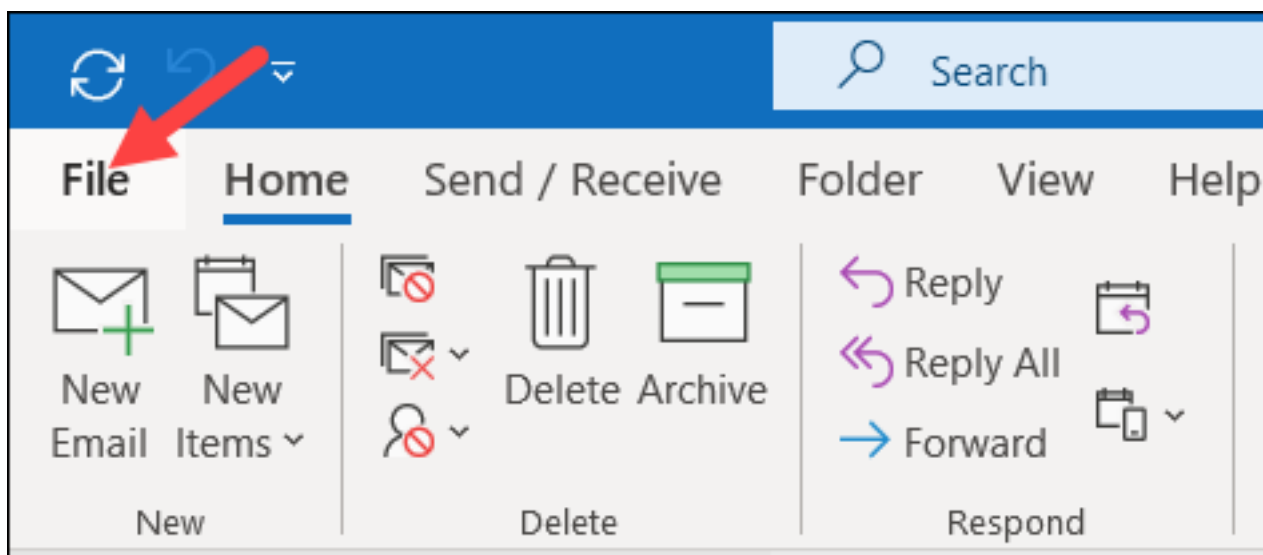
- If you do not have one open, open a browser and log in to your Clemson Google account.
- Open a new tab and go to <https://myaccount.google.com/lesssecureapps> and turn this on.



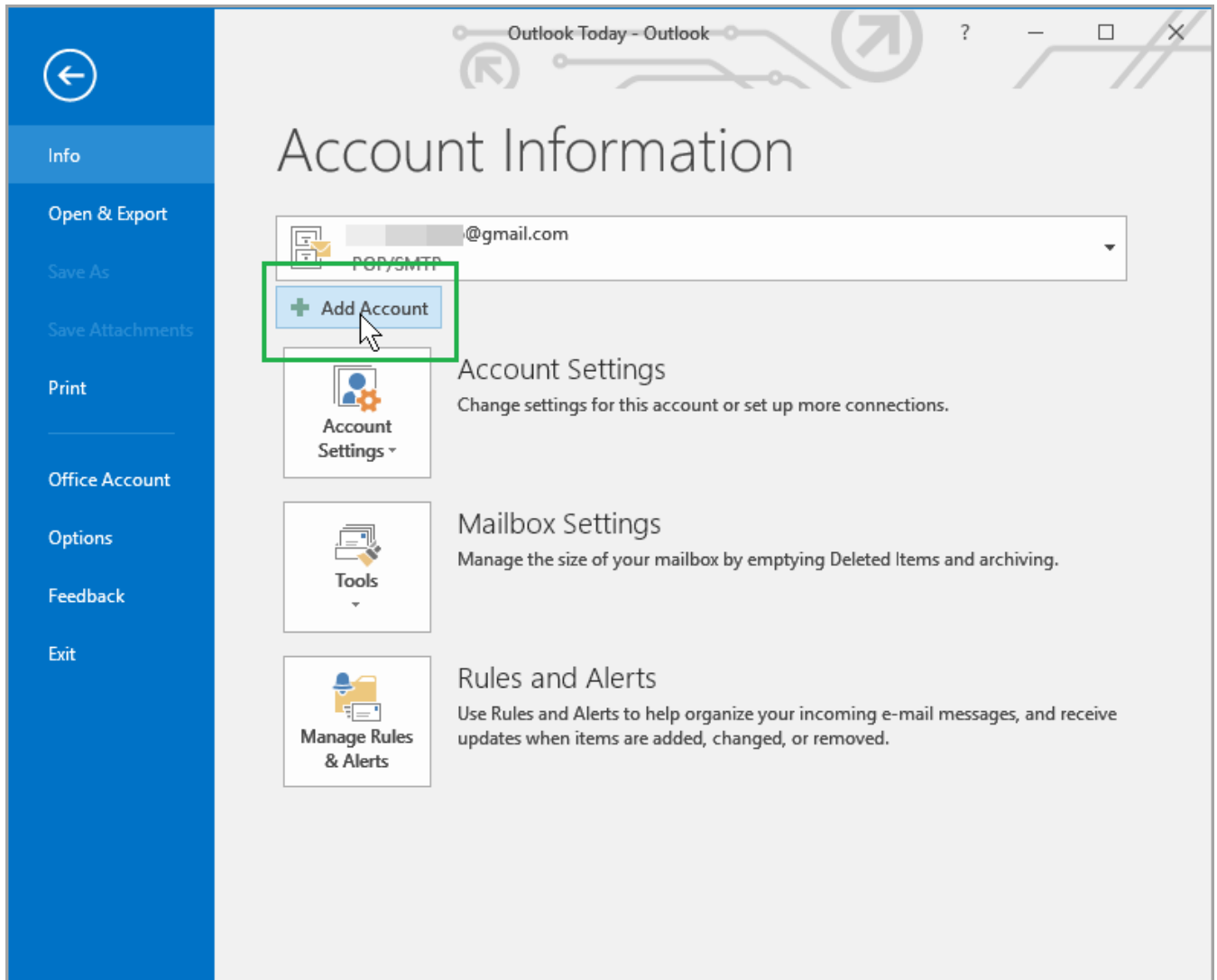
**To set up Gmail account in Outlook, please follow the steps below:**

Open **Outlook**.

Click on **File**.



Click on **Add Account**.



You will be asked for the email address you want to add to your Outlook. Put in your Clemson Gmail address (including the g.clemson.edu) and click **Connect**.



Email address

tiger@g.clemson.edu

Advanced options ▼

Connect

No account? [Create an Outlook.com email address to get started.](#)

Then click **Next** to allow Google to find your account.



One account. All of Google.



@g.clemson.edu

Next

[Find my account](#)

[Create account](#)

One Google Account for everything Google



Scroll down and click **Allow** to allow Microsoft to access your Google account.

This will allow [Microsoft apps & services](#) to:



Read, compose, send, and permanently delete all your email from Gmail



Associate you with your personal info on Google



See your personal info, including any personal info you've made publicly available



See your primary Google Account email address



By clicking Allow, you allow this app and Google to use your information in accordance with their respective [privacy policies](#). You can change this and other [Account Permissions](#) at any time.

Deny

Allow



Enter your Clemson Google password and click **Sign in**.



One account. All of  
Google.



laurie@g.clemson.edu

Enter your password

Sign in

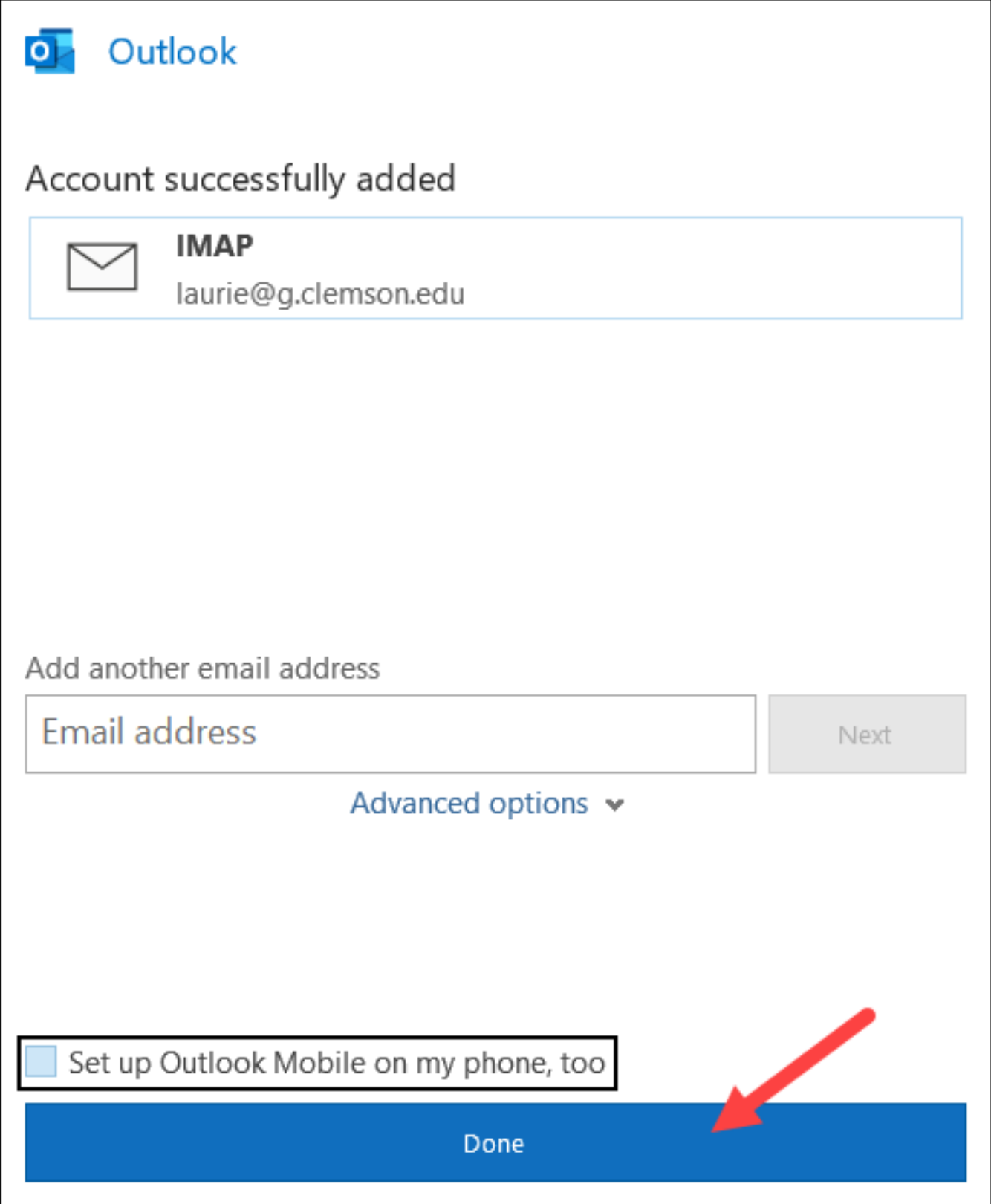
☒ Stay signed in

[Forgot password?](#)

You will get a message that your account is set up. Click **Done**. (You may uncheck the option about




setting it up on your phone if you like.)



The screenshot shows the Outlook mobile app's account setup screen. At the top left is the Outlook logo. Below it, the text "Account successfully added" is displayed. A box contains an envelope icon, the text "IMAP", and the email address "laurie@g.clemson.edu". Below this is the section "Add another email address" with a text input field labeled "Email address" and a "Next" button. Underneath the input field is a link for "Advanced options" with a downward arrow. At the bottom, there is a checkbox labeled "Set up Outlook Mobile on my phone, too" and a large blue "Done" button. A red arrow points to the "Done" button.

Outlook

Account successfully added

 **IMAP**  
laurie@g.clemson.edu

Add another email address

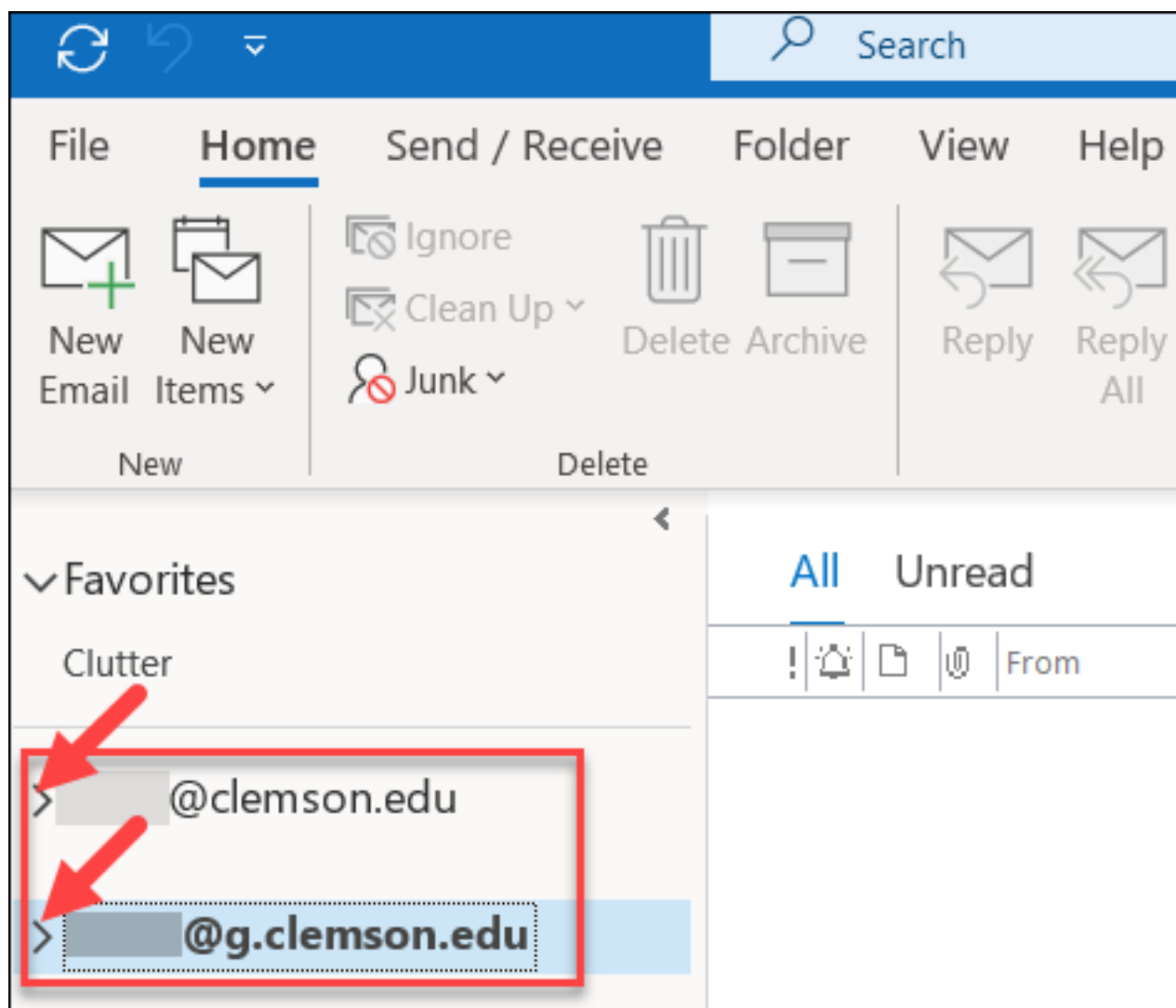
Email address Next

[Advanced options](#) ▼

☐ Set up Outlook Mobile on my phone, too

Done

Now in your Outlook you will see both accounts. Click on the > beside either one to expand folders and see messages.



If you change your mind and would like to remove the Gmail account from Outlook, click on **File**, **Account Settings**, **Account Settings** to see this. You can single-click on any account to select it. Then select **Remove** or **Change** if you want to remove or change the selected account.

Account Settings

**Email Accounts**

You can add or remove an account. You can select an account and change its settings.

Email Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books

New... Repair... Change... Set as Default Remove

Name	Type
✓ laurie@clemson.edu	Microsoft Exchange (send from this account by defa.
laurie@g.clemson.edu	IMAP/SMTP

Selected account delivers new messages to the following location:

**laurie@g.clemson.edu\Inbox**

in data file C:\Users\LAURIE\...\Microsoft\Outlook\laurie@g.clemson.edu.ost

If you need further assistance, call 864-656-3494 or email [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu).

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=117>