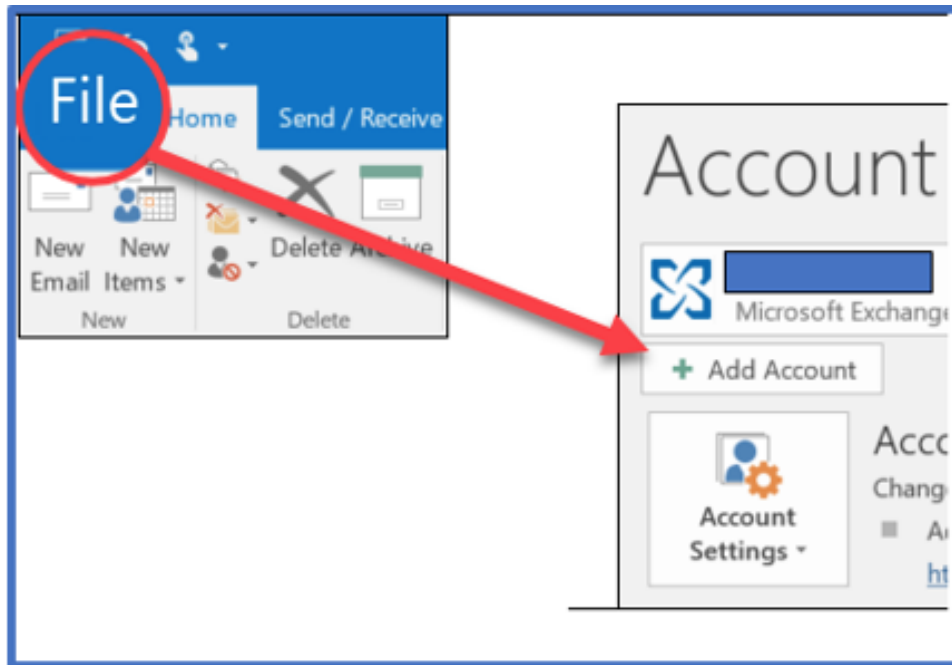


Windows - Adding Gmail account to Outlook Mailbox


Step-by-step guide

1. Open Outlook, select File and click "Add Account".



2. Enter your Gmail email address and click "Connect".

✕



Email address

Advanced options ▾

Connect

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

3. Enter your Gmail address once again and click "Next".



One account. All of Google.

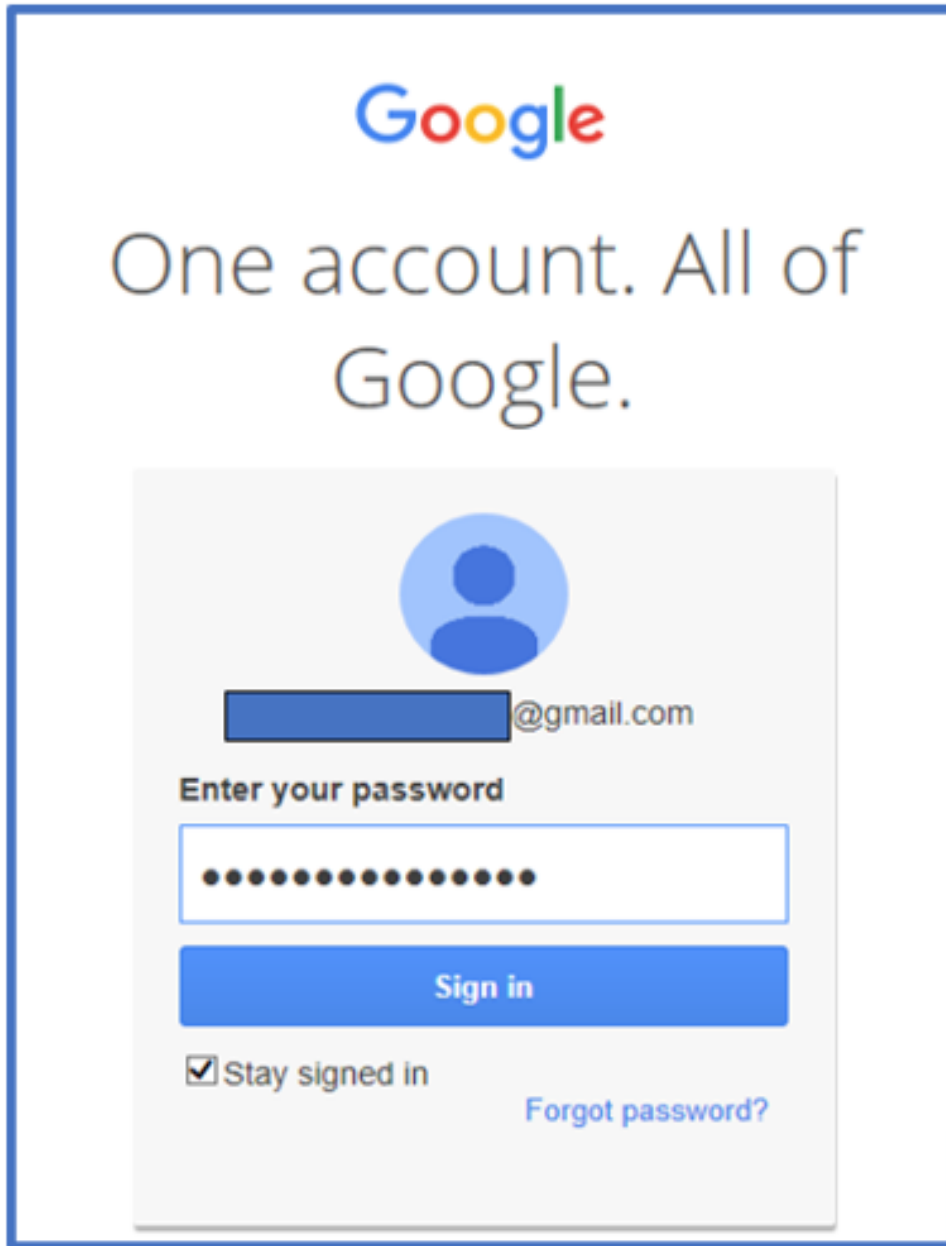


Next

[Find my account](#)


[Create account](#)

4. Enter the password to your Gmail account and click "Sign in".

The image shows the Google sign-in page. At the top is the Google logo. Below it is the text "One account. All of Google." In the center is a light gray box containing the sign-in form. Inside the box is a blue circular profile icon placeholder. Below the icon is a text input field for the email address, which is partially filled with a blue bar and ends with "@gmail.com". Below the email field is the text "Enter your password". Underneath is a password input field filled with black dots. Below the password field is a blue "Sign in" button. At the bottom left of the box is a checkbox labeled "Stay signed in". At the bottom right is a blue link that says "Forgot password?".

Google

One account. All of Google.



@gmail.com

Enter your password

[Sign in](#)

☒ Stay signed in

[Forgot password?](#)

5. Select the send text message to receive the verification code.



2-Step Verification



Get a verification code by text message at:20

Send text message

☒ Don't ask again on this device

[Try another way to sign in](#)

6. Enter the 6-digit verification code received on your mobile device and click "Done".



2-Step Verification



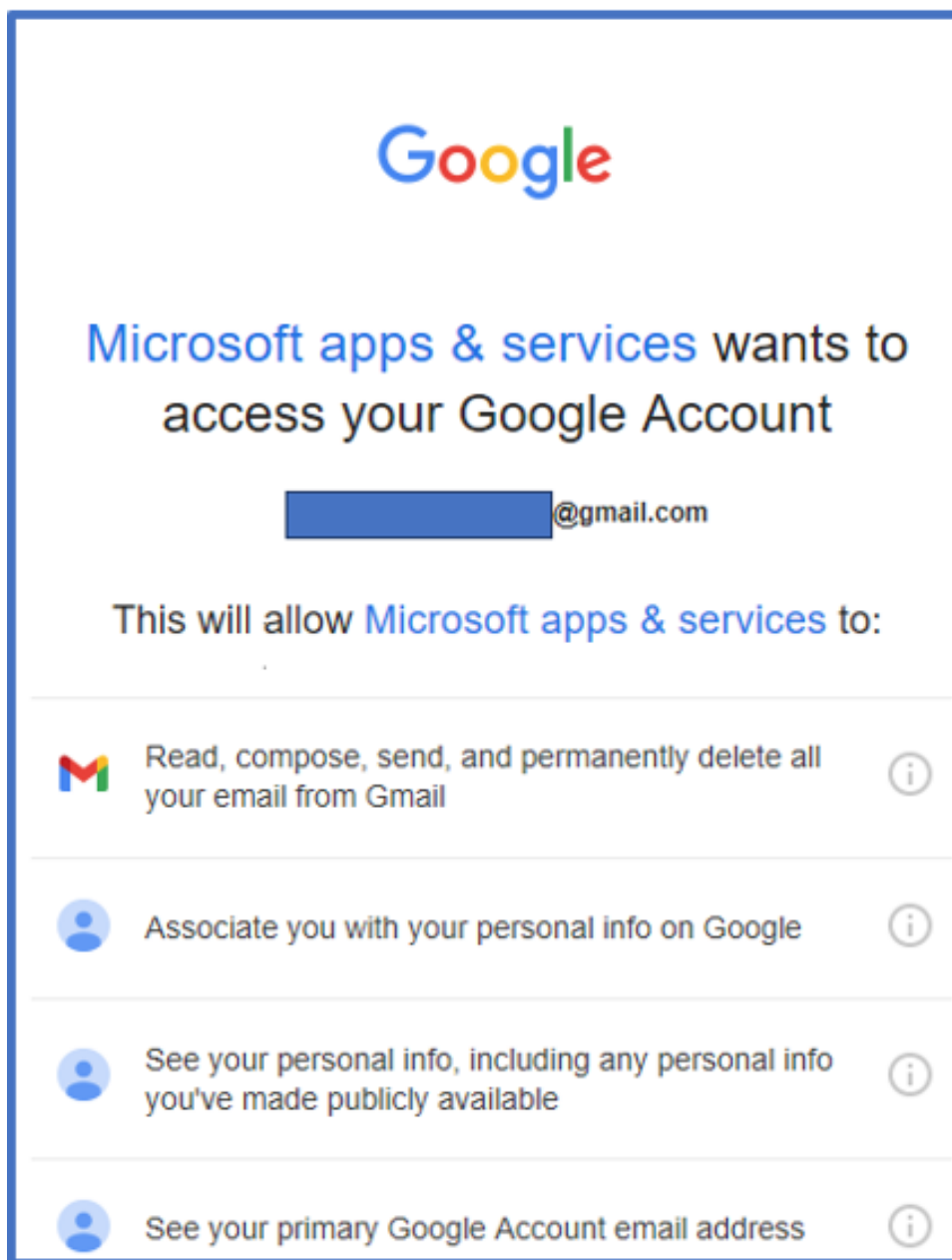
Enter a verification code

A text message with a verification code
was just sent to20

Done

☒ Don't ask again on this device

7. Please scroll down on this page and click on "Allow".



Note: Your email account has been successfully added and visible on your Outlook Desktop app directly below your Outlook account.

Step 8: After your Gmail account has been added, you can copy/move emails to Gmail by dragging and dropping or right mouse click on folder and select copy/move folder and specify Gmail account. You will then find these emails located in your Gmail account.

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