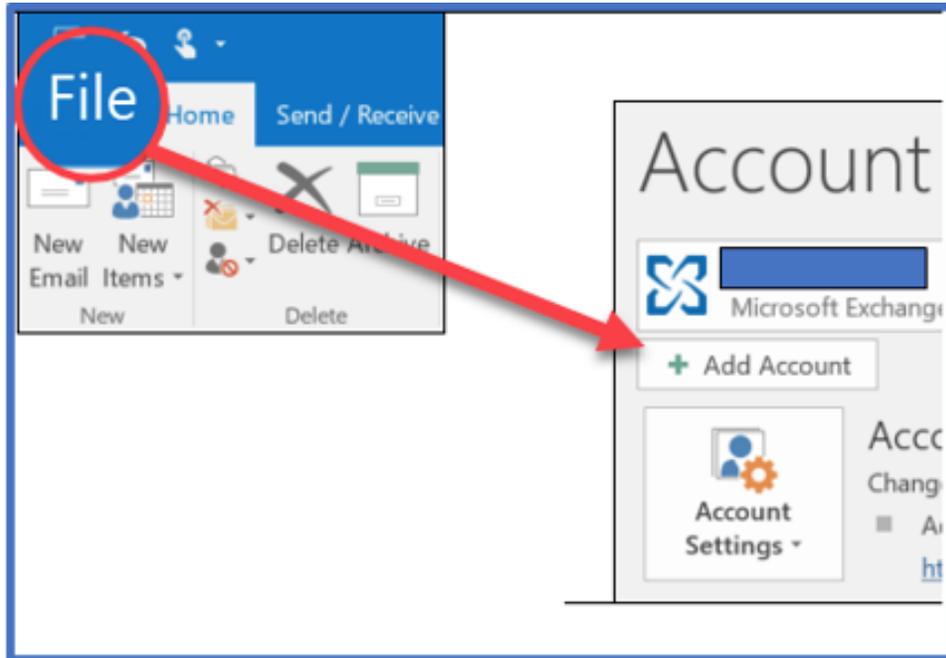


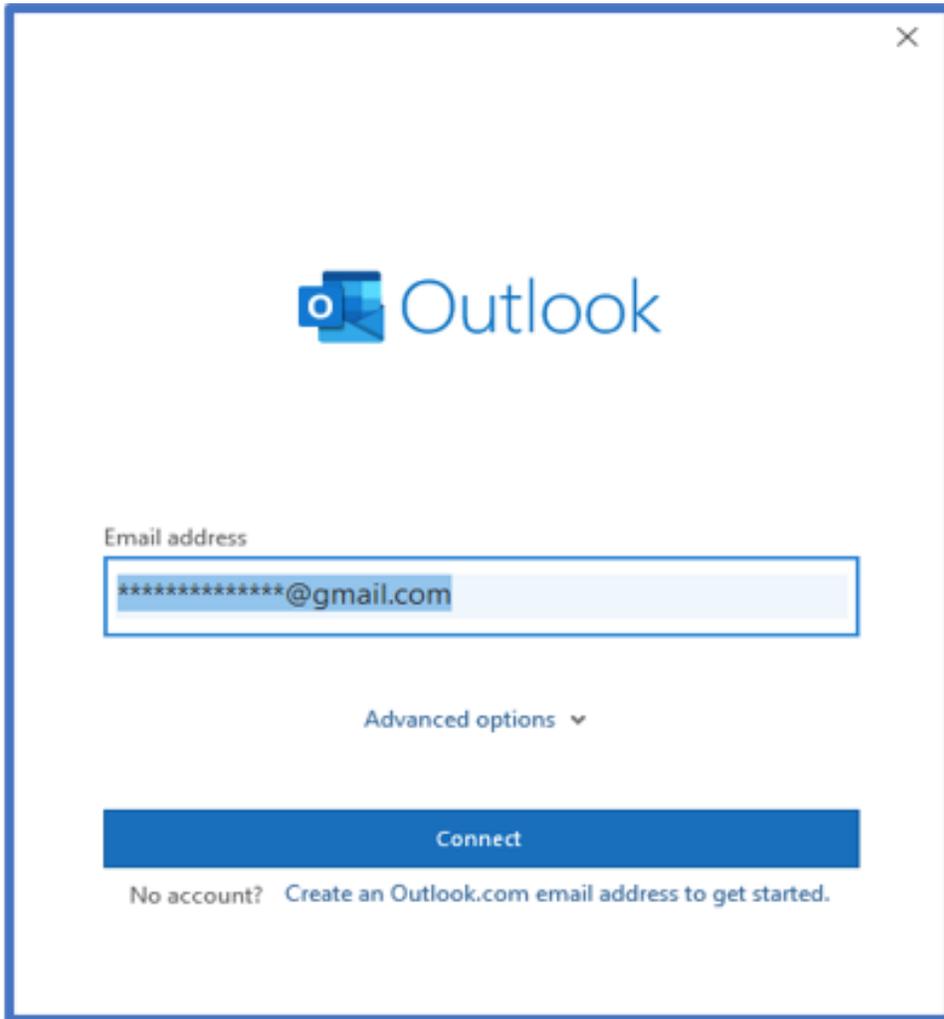
# Windows - Adding Gmail account to Outlook Mailbox

## Step-by-step guide

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



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



✕

 Outlook

Email address

\*\*\*\*\*@gmail.com

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.



\*\*\*\*\*@gmail.com

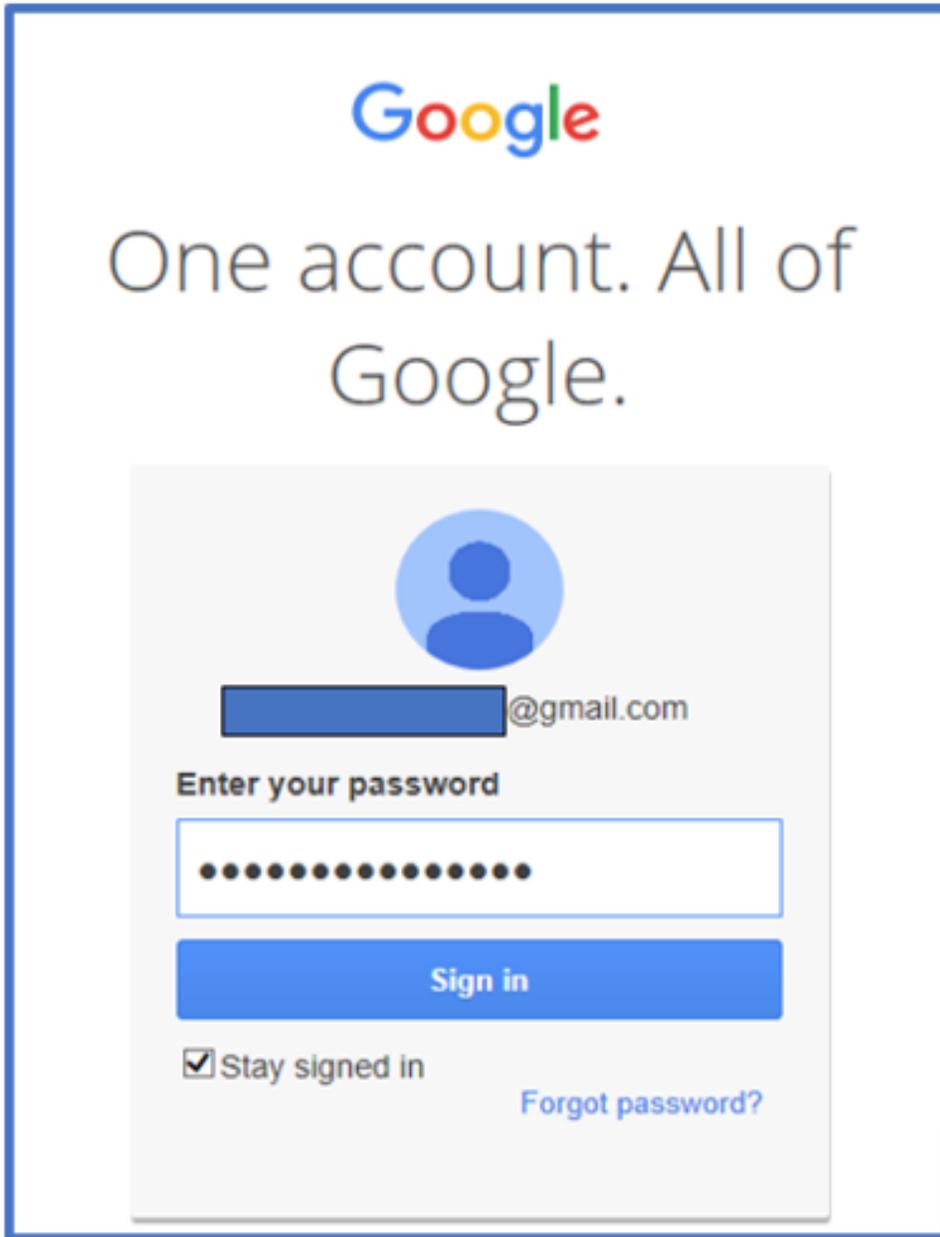
**Next**

[Find my account](#)

The form area contains a grey circular profile icon placeholder, a text input field with a blue border containing the email address, a blue button with the text 'Next', and a blue link labeled 'Find my account'.

[Create account](#)

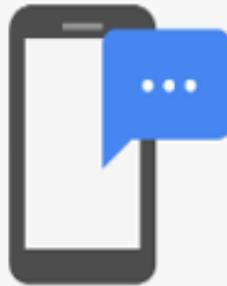
4. Enter the password to your Gmail account and click "Sign in".



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 to \*\*\* \*\*20

Done

Don't ask again on this device

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



## Microsoft apps & services wants to access your Google Account

[Redacted]@gmail.com

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 

**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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