

Manage Your Gmail with Outlook



Getting started

Many of us now have Gmail accounts, and while it supports POP3 (Post Office Protocol) for use with Outlook, Thunderbird and various other clients, it is not entirely intuitive and requires a little manipulation in order to get it working successfully.

Things to look out for are:

Gmail stores entire conversations, and this means that Outlook will import all mail initially to your inbox, including those you have sent yourself.

You may not always have access to your own pc, so will possibly need to use the web version

Gmail can opt to archive your messages at the webpage when they are received on your email client, so if you have Outlook open at another location but are using the web version on your current machine, bear in mind that emails may have diverted straight to archive view.

If your Gmail account is a repository for spam, then your Outlook client will be too, but we can deal with that.

Setting things up

Firstly, you will need to set Gmail up for POP forwarding, and this can be done on your settings page in Gmail. It also outlines exactly how to set up Outlook to receive your Gmails. Once this is done, Outlook will begin to populate your inbox with all of your mail from the web version.

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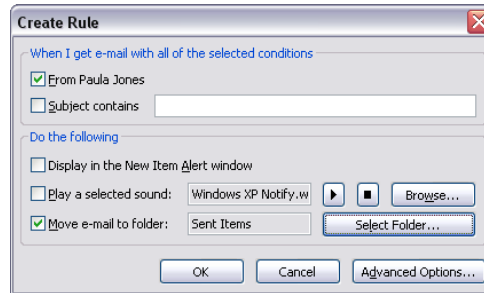
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From within Outlook

In order to successfully use Gmail, it will be necessary to create a rule that diverts your own part in any conversations to your Sent Items folder. To do this: Find an email conversation, and right click over your username/email address in the header, and choose Create Rule:



Remember, you don't want to see emails you have sent from Gmail arriving into your inbox, so setting rules means they will go where they belong; the sent items folder.

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From Gmail

- Status:** POP is enabled for all mail that has arrived since 11/8/08
 - Enable POP for **all mail** (even mail that's already been downloaded)
 - Enable POP for **mail that arrives from now on**
 - **Disable POP**

- When messages are accessed with POP** keep Google Mail's copy in the Inbox

- Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

Choose the Forwarding and Pop section from the settings page and ensure Enable POP is selected.

Take note of the settings in section 2: When messages are accessed with POP. You may find it useful to Keep Google Mail's copy in the Inbox. However, choose which option suits you best.

Finally, as far as the spam issue goes, you may find that your emails will be addressed to something similar to your own name, but not exactly that. This is best dealt with in Outlook, although you'll be able to set filters through Gmail.

Create a new rule in Outlook by going to Tools – Rules and Alerts.

Choose the option Where My Name Is Not in the To box (this means that the email has to be sent to your exact email address – you can even specify that it must be the correct case – and choose to permanently delete these items so that you never see them, or if you'd prefer to be on the safe side, send them to the deleted items folder so that they may be reviewed before deletion.

You should find, if you complete these steps, that you will be able to successfully manage POP access for Gmail within Outlook.