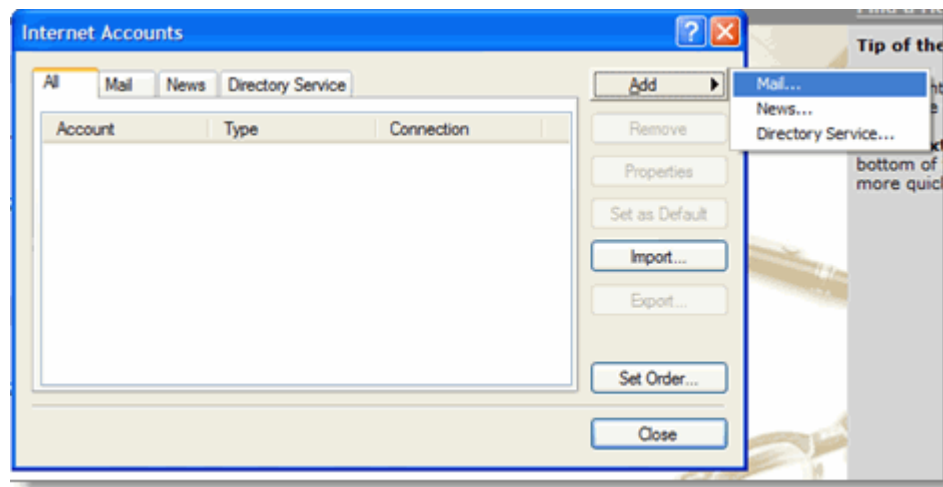


The Quick Answer

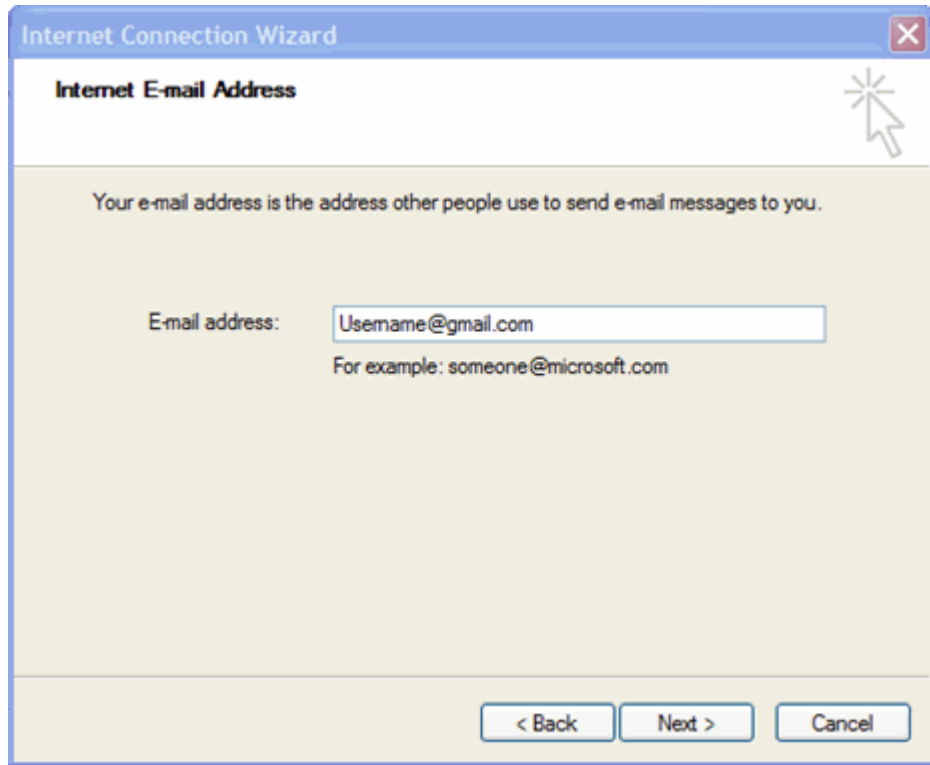
- Follow the instructions below to set up POP access in Outlook Express.
- Google Apps users, please follow the default instructions unless otherwise noted.

To set up your Outlook Express client to work with Gmail:

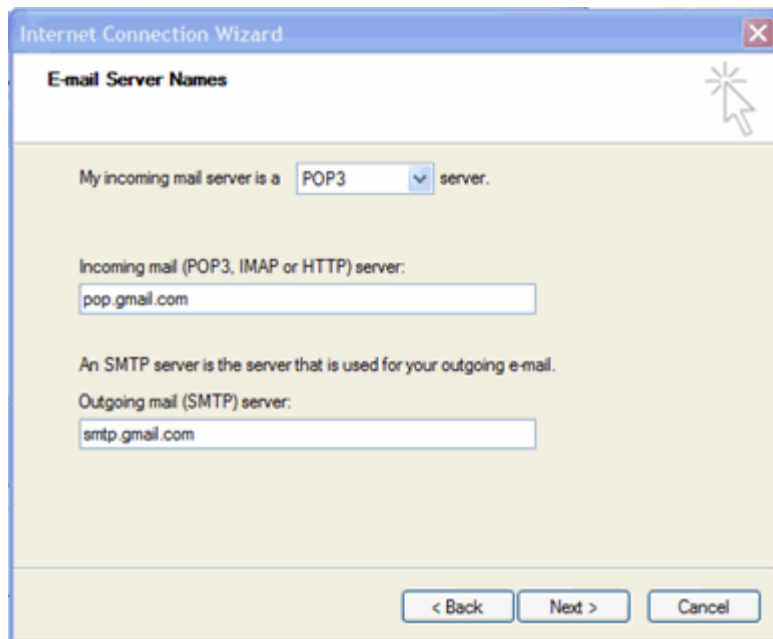
1. [Enable POP in your email account](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook or Outlook Express.
3. Click the **Tools** menu, and select **Accounts...**
4. Click **Add**, and then click **Mail...**



5. Enter your name in the **Display name:** field, and click **Next**.
6. Enter your full address in the format 'username@crossroads4square.org' in the **Email address:** field, and click **Next**.

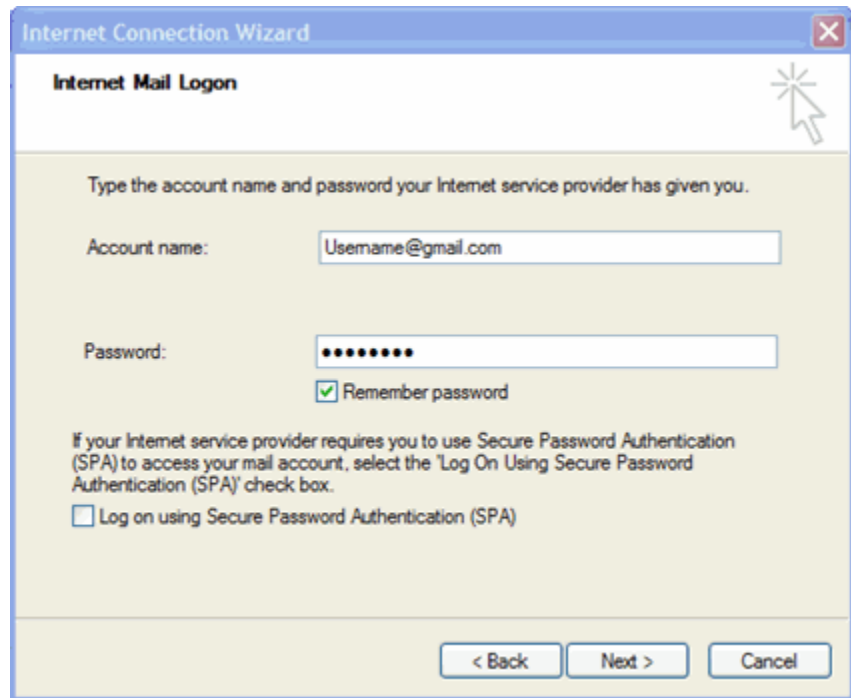


7. Enter `pop.gmail.com` in the **Incoming mail (POP3, IMAP or HTTP) server:** field. Enter `smtp.gmail.com` in the **Outgoing mail (SMTP) server:** field.

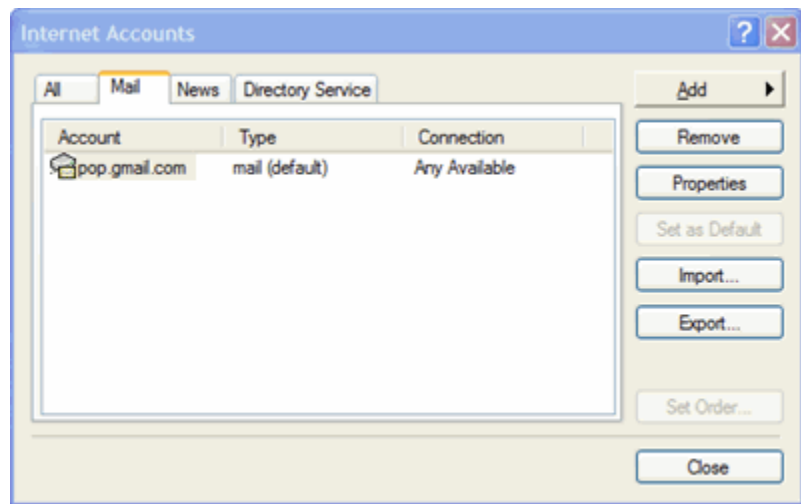


8. Click **Next**.

9. Enter your full email address (including '@crossroads4square.org') in the **Account name:** field. Enter your email password in the **Password:** field, and click **Next**.

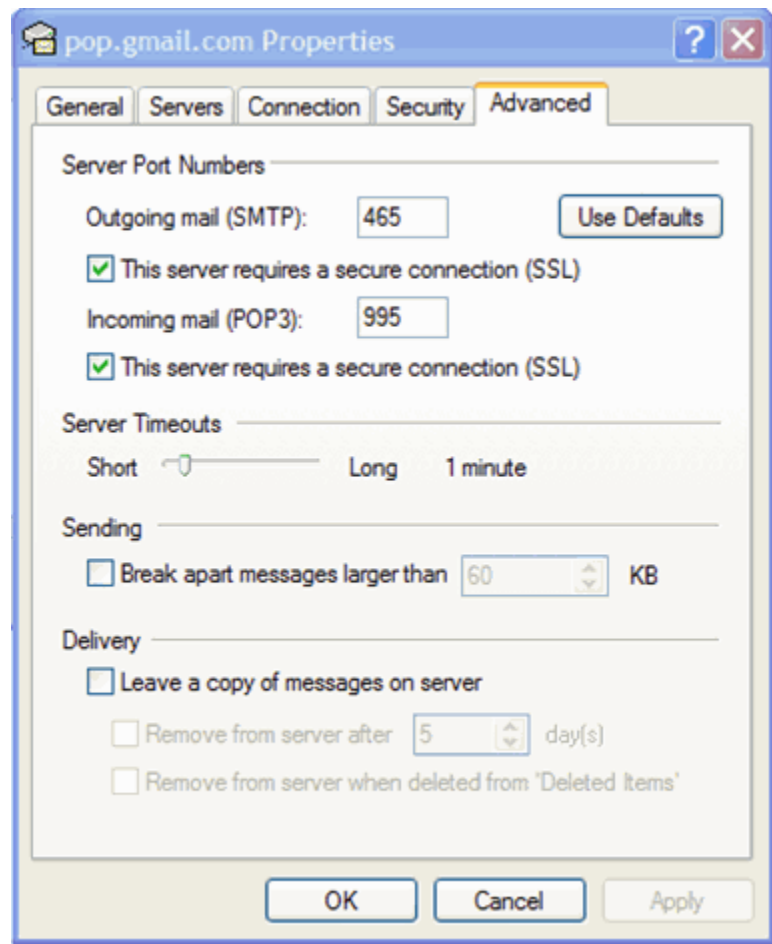


10. Click **Finish**.
11. Highlight **pop.gmail.com** under **Account**, and click **Properties**.



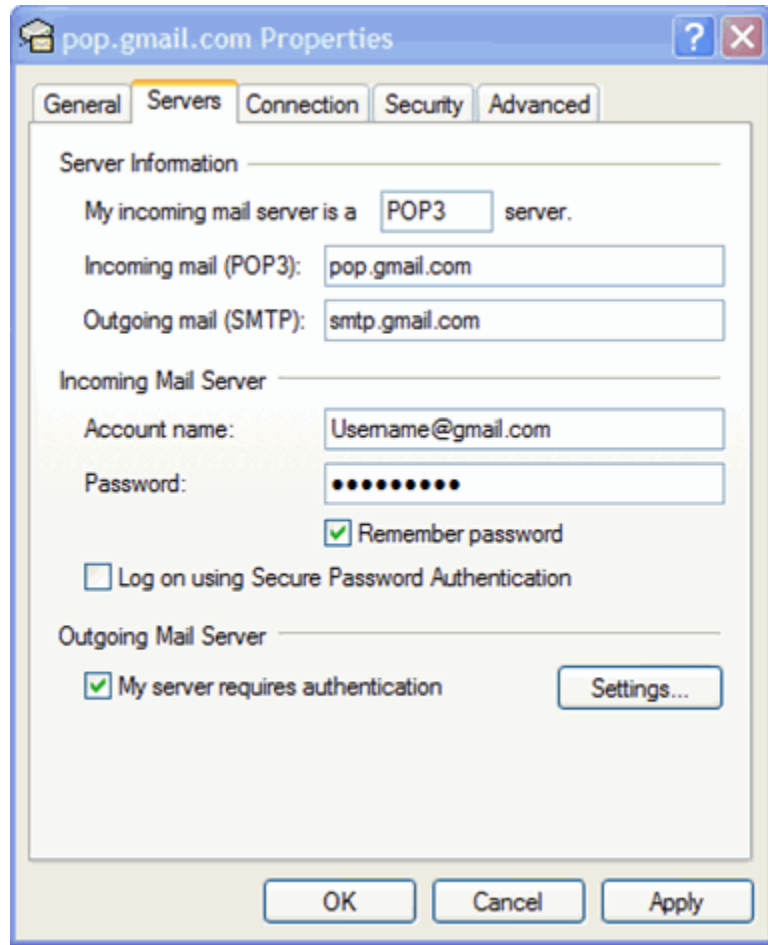
12. Click the **Advanced** tab.
13. Fill in the following information:*

- Check the box next to **This server requires a secure connection (SSL)** under **Outgoing Mail (SMTP)**.
- Enter 465 in the **Outgoing mail (SMTP):** field.
- Under **Outgoing Mail (SMTP)**, check the box next to **This server requires a secure connection (SSL)**.
- Under **Incoming mail (POP3)**, check the box next to **This server requires a secure connection (SSL)**. The port will change to 995.



*The order of **Outgoing** and **Incoming** mail server fields varies by version. Make sure you enter the correct information in each field.

14. Return to the **Servers** tab, and check the box next to **My server requires authentication**.



15. Click **OK**.

Congratulations! You're done configuring your client to send and retrieve Gmail messages on Crossroads4square.org mail servers.