


Enabling and using POP to access your SOU Gmail Account

Brad Christ - 2025-06-11 - [Comments \(0\)](#) - [Google Apps](#)

You can read your Gmail messages from a client or device that supports POP, like Microsoft Outlook or Netscape Mail.

To enable POP in Gmail:

1. Sign in to Gmail.
2. Click the gear icon  in the upper-right , then click on **See all settings**.
3. Click **Forwarding and POP/IMAP**.
4. Select **Enable POP for all mail** or **Enable POP for mail that arrives from now on**. If you choose all mail it may take days to download it all. I recommend you say Enable for mail that arrives from now on.
5. Choose what to do with your messages after your POP client or device receives them.
6. Configure your POP client and click **Save Changes**.

When setting up Outlook be sure you put the full account name in as: [username@sou.edu](#). Username only will not work since it needs the @sou.edu to be able to find our University through the google apps server.

Incoming Mail (POP3) Server - requires SSL:	pop.gmail.com Use SSL: Yes Port: 995
Outgoing Mail (SMTP) Server - requires TLS3 or SSL:	smtp.gmail.com (use authentication) Use Authentication: Yes Port for TLS/STARTTLS: 587 Port for SSL: 465
Account Name:	your full email address (username@sou.edu) Example: raider@sou.edu
Email Address:	your full email address (username@sou.edu) Example: raider@sou.edu
Password:	your SOU account password

Unless you're using recent mode to download mail to multiple clients, make sure you've opted not to leave messages on the server. Your POP settings in Gmail settings are what determines whether or not messages stay on the server, so this setting in your client won't affect how SOU Gmail handles your mail.

If your client does not support SMTP4 authentication, you won't be able to send mail through your client using your SOU gmail address.

If you're having trouble sending mail but you've confirmed that encryption is active for SMTP in your mail client, try to configure your SMTP server on a different port (465 or 587).

If your account is not working, please reset your password here: <http://account.sou.edu/>