Setting Up Outlook for IMAP Access to Google Apps

Note: To use a desktop client, you must first enable IMAP via the settings in the Web interface. For instructions, see Enable IMAP for Device Syncing under A Guide for Day One: Getting Started on the URI Google home page.

Get started with IMAP and POP3 Incoming Mail (IMAP) Server –

Requires SSL for Outlook Clients: Please note these directions apply to Outlook 2010.
The settings are the same for all outlook clients although the screenshots may look different:

Open Outlook→Select Add Account

Select Manually configure

Select Internet E-mail
Fill in the requested information and select More Settings→Advanced

**Incoming Mail (IMAP) Server - Requires SSL**
imap.gmail.com
Port: 993
Requires SSL: Yes

**Outgoing Mail (SMTP) Server - Requires TLS**
smtp.gmail.com
Port: 465
Requires SSL: Yes
It is important to note that the following settings may be under a different tab:

Requires authentication: Yes

Use same settings as incoming mail server

Select the Outgoing Server Tab

Click OK and then click the Test Account Settings button.
You should now see your Google Apps and Zimbra inboxes in your mailbox pane.