



Gmail Setup Guide

Mail Server Credentials

Incoming (POP3) Server: mail.yourdomainnamehere.com
Outgoing (SMTP) Server: mail.yourdomainnamehere.com

Webmail

webmail.yourdomainnamehere.com

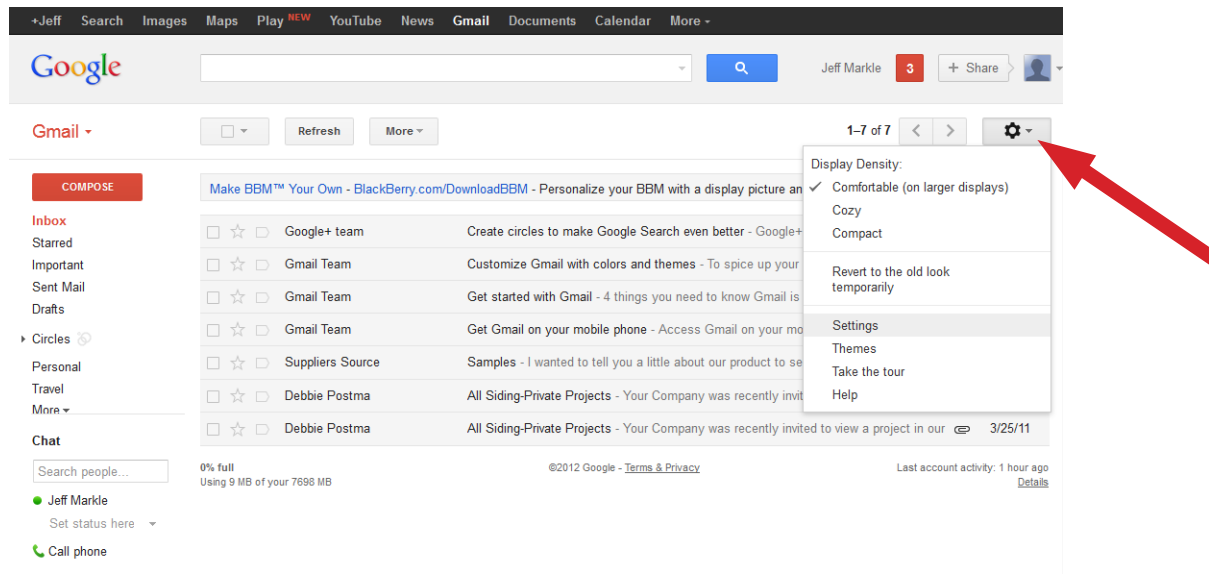
To setup your email account in Gmail, please refer to the subsequent pages.

If you still cannot get your email account setup, please contact us at 616.447.9898.

Gmail Setup

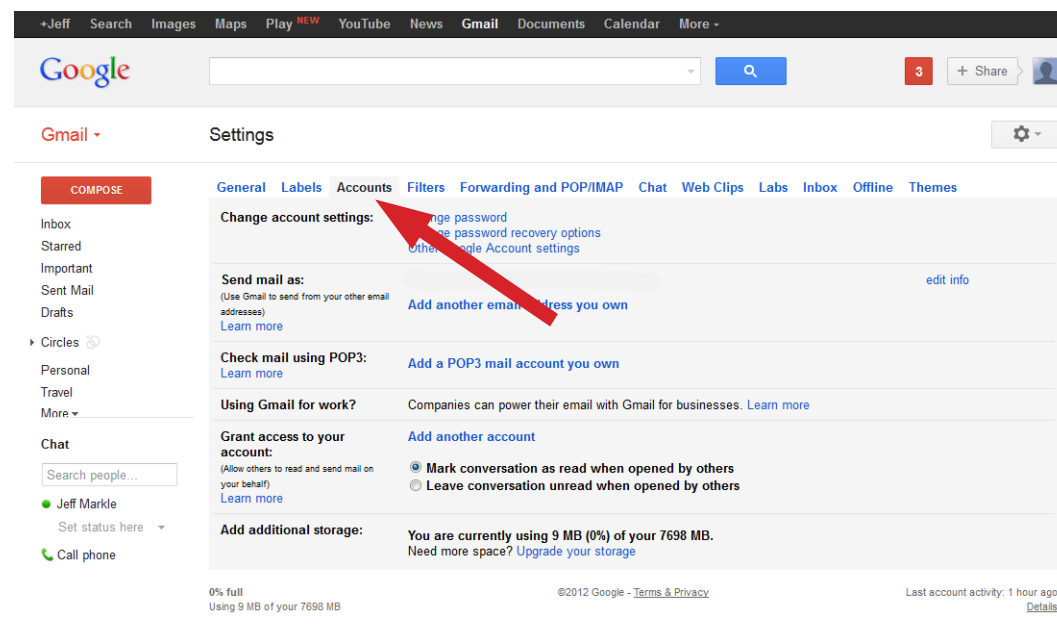
Step 1:

Click the Settings Icon and Choose “Settings” from the drop down menu.



Step 2:

Click The “Accounts” Tab. Under the “Check Mail Using POP3” Heading, Click “Add a Pop3 Mail Account You Own”.



Gmail Setup (cont.)

Step 3:

Enter Your Full Email Address in the Email Address Field and Click “Next Step”.

Add a mail account you own

Enter the email address of the account to get mail from
(Note: You may add 5 more of your accounts)

Email address:

Step 4:

Enter Your Username and Password and click “Add Account”.

Note: Your Username is Your Full Email Address

Add a mail account you own

Enter the mail settings for email@yourdomainhere.com. [Learn more](#)

Email address: email@yourdomainhere.com

Username:

Password:

POP Server: Port: ▼

Leave a copy of retrieved message on the server. [Learn more](#)

Always use a secure connection (SSL) when retrieving mail.
[Learn more](#)


Label incoming messages: ▼

Archive incoming messages (Skip the Inbox)

Gmail Setup (cont.)

Step 5:

Make sure the “Yes, I want to be able to send mail as” radio button is checked and click “Next Step”.

 **Your mail account has been added.**

You can now retrieve mail from this account.
Would you also like to be able to send mail as email@yourdomainhere.com

Yes, I want to be able to send mail as email@yourdomainhere.com
 No (you can change this later)

Next Step »

Step 6:

Enter Your Full Name and Uncheck “Treat as an Alias”. Click “Next Step”.

Add another email address you own

Enter information about your other email address.
(your name and email address will be shown on mail you send)

Name:

Email address: **email@yourdomainhere.com**

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

Cancel **Next Step »**

Gmail Setup (cont.)

Step 7:

Click the Option “Send through yourdomainhere.com SMTP Servers” and fill out the Information.

Add another email address you own

Send mail through your SMTP server?

When you send mail as **email@yourdomainhere.com**, the mail can either be sent through Gmail or through yourdomainhere.com SMTP servers.

Send through Gmail (easier to set up)

Send through yourdomainhere.com SMTP servers

SMTP Server: Port:

Username:

Password:

Secured connection using [SSL](#) (recommended)

Secured connection using [TLS](#)

1. Enter the SMTP Server: mail.yourdomainhere.com
2. Change the Port to 465
3. Enter your Username (Full Email Address)
4. Enter Your Password
5. Make sure the “Secured connection using SSL (recommended)” option is checked.
6. Click Add Account

Gmail Setup (cont.)

Step 9:

Congratulations, you have successfully added your email to Gmail. Now we need to verify ownership of the address.

Add another email address you own

Confirm verification and add your email address

Congratulations, we successfully located your other server and verified your credentials. Just one more step!

An email with a confirmation code was sent to **email@yourdomainhere.com**
To add your email address, do one of the following:

Click on the link in the confirmation email	OR	Enter and verify the confirmation code
		<input type="text"/> <input type="button" value="Verify"/>

[Close window](#)

Step 10:

Go to webmail.yourdomainhere.com and login to your account using your full email address and password.


Welcome to Horde

Username

Password

Language

Mode

 powered by horde

Gmail Setup (cont.)

Step 11:

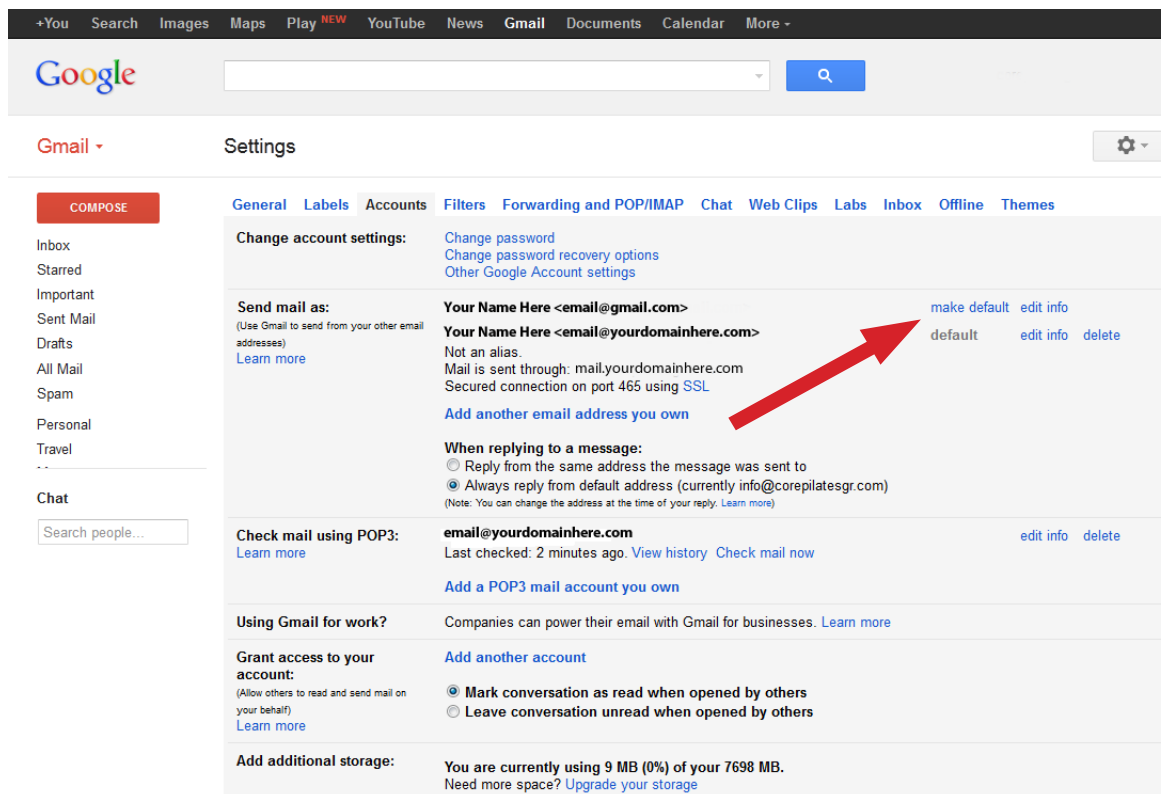
Click your inbox and find the email with the Subject Line “Gmail Confirmation - Send Mail as”. Open the email and click the verification link within the email.

Note: You may also copy and paste the verification code from the email into the box from step 9.

Congratulations, you have now verified the email address. If you would like to set the email address as the default sending account, please proceed to Step 12.

Step 12:

Return to the Accounts Tab Page Under Settings (Refer to Steps 1 and 2). Next to the Email Account you would like to make the default sending account, click “Make Default”.



The screenshot shows the Gmail Settings page, specifically the 'Accounts' tab. The 'Send mail as' section is highlighted, showing two email accounts. The first account is 'Your Name Here <email@gmail.com>' with a 'make default' link. The second account is 'Your Name Here <email@yourdomainhere.com>' with a 'default' link. A red arrow points to the 'make default' link for the second account. Other sections visible include 'Change account settings', 'Check mail using POP3', 'Using Gmail for work?', 'Grant access to your account', and 'Add additional storage'.