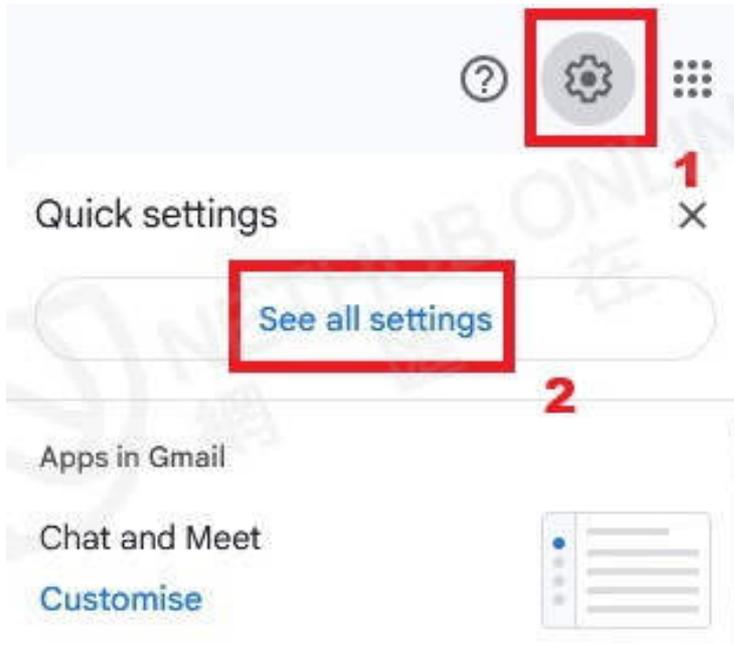
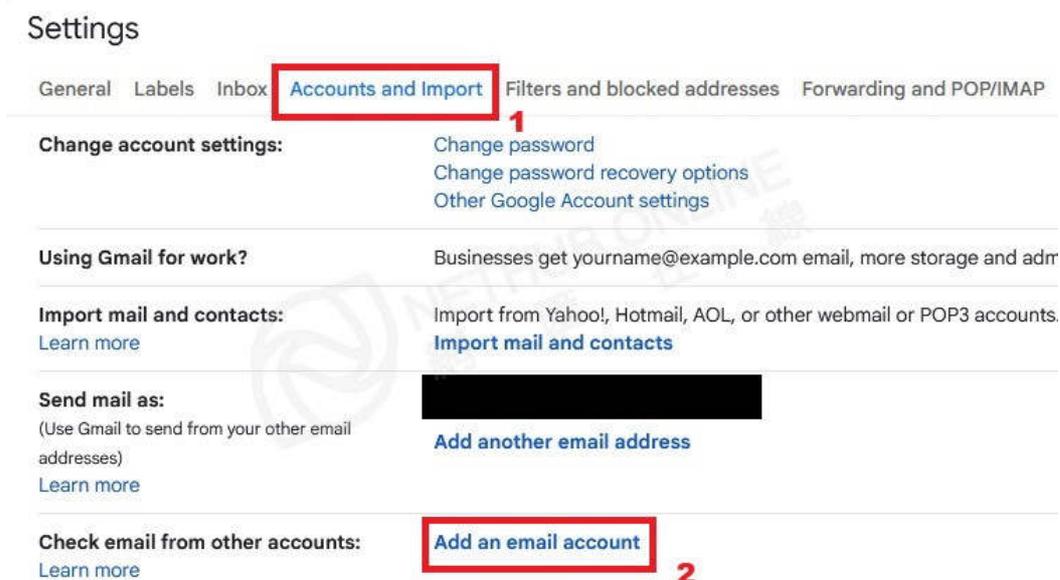


# How to setup Email account in Gmail

1. Log in to your Gmail account
2. Click the gear icon <Settings> in the upper right corner, then click <See all settings>



3. Click the <Accounts and Import> or <Accounts> tab at the top, then click <Add an email account>



4. Enter the email address in <Email address>, then click <Next>



**Add an email account**

Enter the email address that you would like to add.

Email address:

5. Select <Import emails from my other account (POP3)>, then click <Next>

More about Gmailify.' There are two radio button options: 'Link accounts with Gmailify' (which is disabled) and 'Import emails from my other account (POP3)' (which is selected). The 'Import emails from my other account (POP3)' option is highlighted with a red box. At the bottom, there are three buttons: 'Cancel', « Back, and 'Next »'. The 'Next »' button is highlighted with a red box." data-bbox="128 321 814 507"/>

**Add an email account**

You can either import emails from [redacted] to your Gmail inbox, or link the accounts using Gmailify. With Gmailify, you keep both email addresses but can manage emails from both using your Gmail inbox. [More about Gmailify](#)

Link accounts with Gmailify  
Gmailify is not available for this provider.

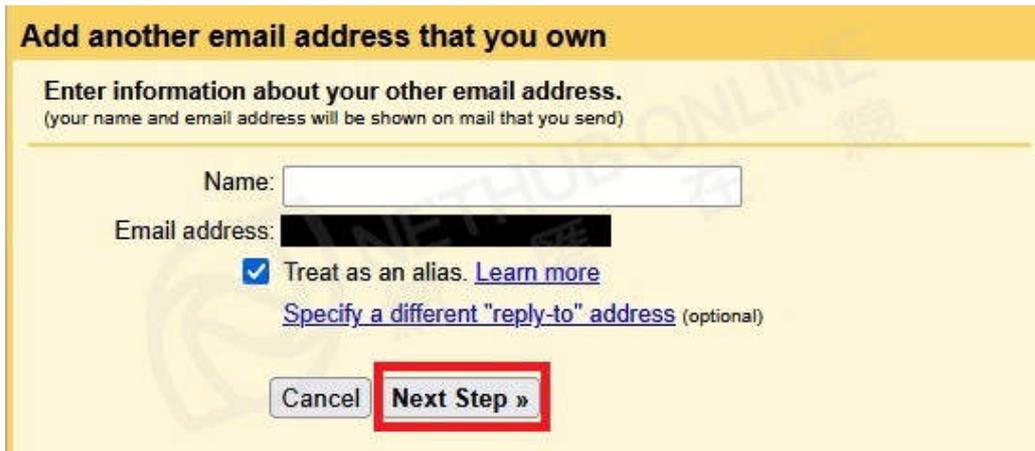
Import emails from my other account (POP3)

6. Enter the following email settings, then click <Add Account>:

- Username: Enter email address
- Password: Enter email account password
- POP Server: You can find it in Support Letter > Hosting Email > POP3 Server Host
- Port: Select 995
- Check <Always use a secure connection (SSL) when retrieving mail>
- Check <Label incoming messages: (email address)>

7. Select <Yes, I want to be able to send mail as (email address)>, then click <Next>

8. Enter your name in <Name>, then click <Next>



**Add another email address that you own**

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

Name:

Email address:

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

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

9. Enter the following email settings, then click <Add Account>:

- SMTP Server: You can find it in Support Letter > Hosting Email > SMTP Server Host
- Username: Enter email address
- Password: Enter email account password
- Port: Select 465
- Select <Secured connection using SSL>



**Add another email address that you own**

Send emails through your SMTP server

Configure your emails to be sent through  SMTP servers  
[Learn more](#)

SMTP Server:  Port:

Username:

Password:

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

Secured connection using [SSL](#)

## 10. Return to your Gmail inbox to check the verification email and complete the confirmation steps

