To Set Up Your Branded E-mail Account in Gmail

Go to Gmail.com and log in.

In the top right corner, click on the wheel icon and go to **Settings**.

Click on the **Accounts and Import** tab.

Under Check mail from other account, click **Add a mail account**.

Enter the email address you'd like to import and click Next.

Select the option to Import emails from my other account (POP3) and click Next.

For the username, add your full email address again.

Enter the password for this new email address.

Enter the POP Server you were given. It should look something like this: mail.yourdomain.com

Leave the default port 110.

Click to label incoming messages if you want to have an easy way to sort your old emails from the new one you're importing. For example, you may want to have a tag that is the company name. If you don't have one already created, you can add one at the bottom of that drop down menu.

Leave all the other boxes unchecked.

Click **Add Account**.

Under Send Mail As, click to **Add another email address.**

In the first blank, enter the name you would like people to see that your email is coming from, such as your first and last name (or your company name if you'd prefer).

Add the full email address you are going to import (e.g. name@yourdomain.com).

Deselect the Treat as an alias checkbox (unless this is what you want). Click **Next Step**.

For the SMTP server, use the outgoing server name you were given with your email settings. It

will be something like this: mail.yourdomain.com

For the username, enter your full email address: name@yourdomain.com

Enter your new email password again.

Change the port number to 465.

Leave the check mark on SSL.

Click **Add account**.

It should say your server was successfully located and that a verification email was sent. Check

your email wherever you had it set up before (or you can go to webmail for a quick check). Copy

and paste the verification code from that email into the setup window. Click **Verify**.

Check your email. Everything should be working now.

Sending Email from Your New, Branded Account

To compose a message from your new email account, click the compose button in the left column.

In the FROM field of the new email, click the down arrow to select to select the account you'd like to send the message as.

The settings default to always sending from your Gmail account. However, if you'd prefer that it default to sending from your new account, go to the wheel icon at the top right of the screen and click on **Settings**.

Click on the **Accounts and import tab**. In the **Send mail as** section, click **make default** next to the new account.

Please note: In order to avoid overuse of their servers, Gmail doesn't check imported POP3 email accounts more often than about once every hour. When you're receiving lots of mail it may check more often. For instance, on the weekends when your business receives fewer emails, Gmail will fetch mail less frequently than on a business day. So, your domain-based emails may be delayed. You can, however, force Gmail to fetch POP3 mail as needed by going into Settings, then Accounts & Imports, and there's a small link to "Check mail now."