

To Set Up Your Branded E-mail Account in Gmail.

Important: This cannot be done on your phone. It needs to be done in a Gmail account that is on a PC or Mac.

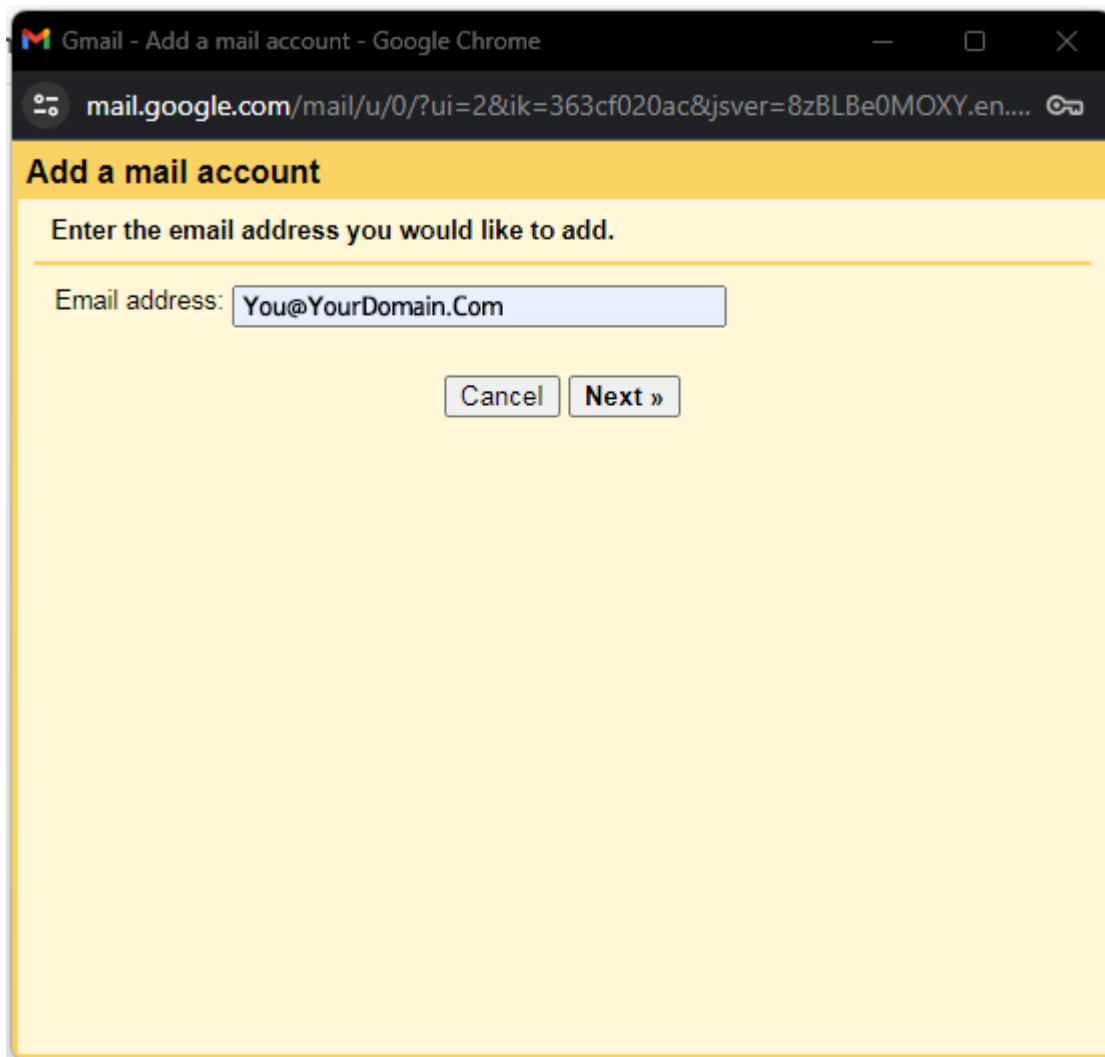
Go to Gmail.com and log in.

In the top right corner, click on the gear icon and go to See all Settings.

Click on the Accounts and Import tab

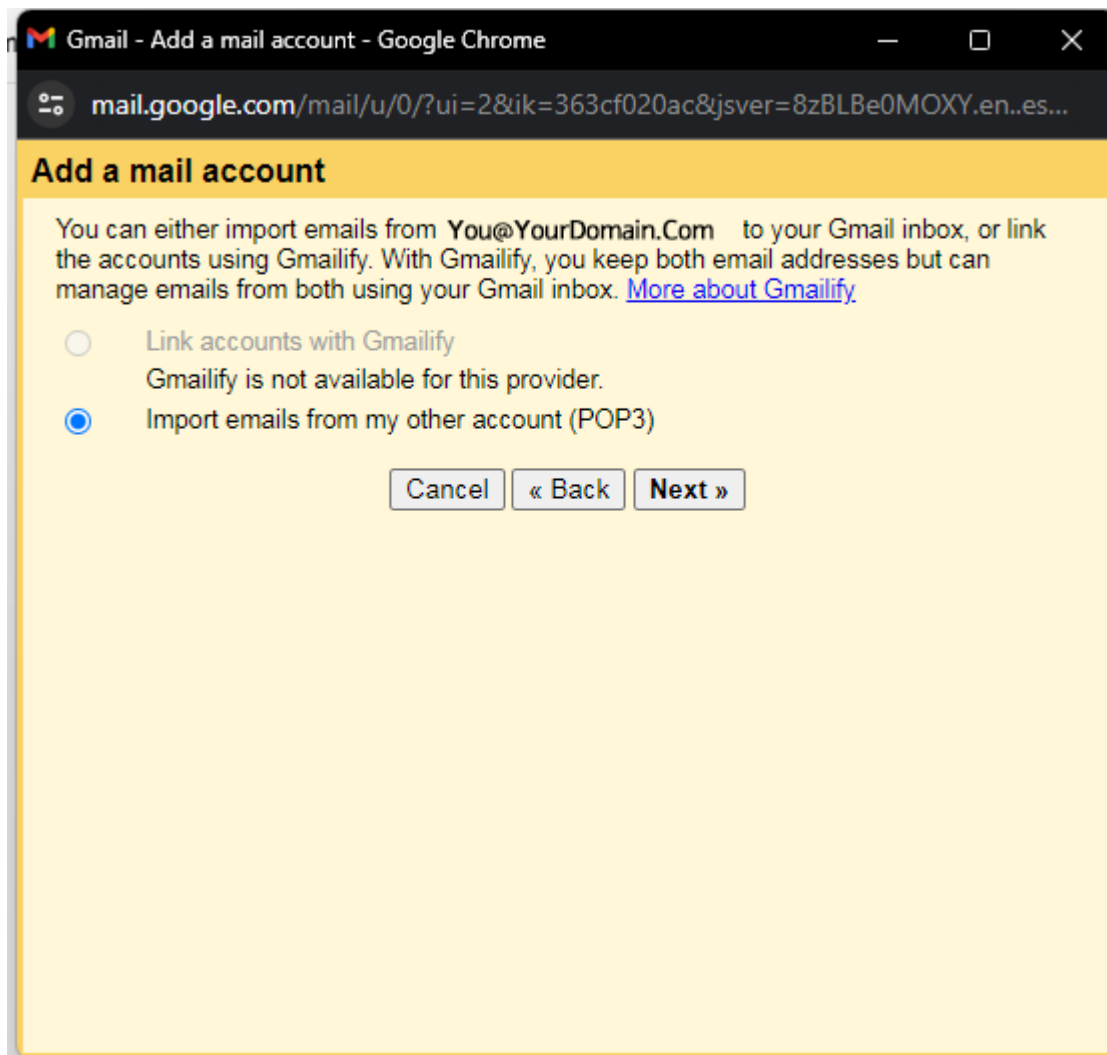
Under Check mail from other account, click Add a mail account

Screen one, type in your email account.



The screenshot shows a web browser window titled "Gmail - Add a mail account - Google Chrome". The address bar displays the URL "mail.google.com/mail/u/0/?ui=2&ik=363cf020ac&jsver=8zBLBe0MOXY.en...". The main content area has a yellow header with the text "Add a mail account". Below the header, there is a prompt: "Enter the email address you would like to add." followed by a text input field containing "You@YourDomain.Com". At the bottom of the form, there are two buttons: "Cancel" and "Next »".

Screen Two, Import as POP3



Screen 3, enter the email account, password, check Always use a secure connection, Label Messages and select port # 995. That is not necessarily the port Gmail will default to so it is important that you select 995.

Gmail - Add a mail account - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=363cf020ac&jsver=8zBLBe0MOXY.en...

Add a mail account

Enter the mail settings for test@griffinwebdesign.biz. [Learn more](#)

Email address: test@griffinwebdesign.biz

Username: You@YourDomain.Com

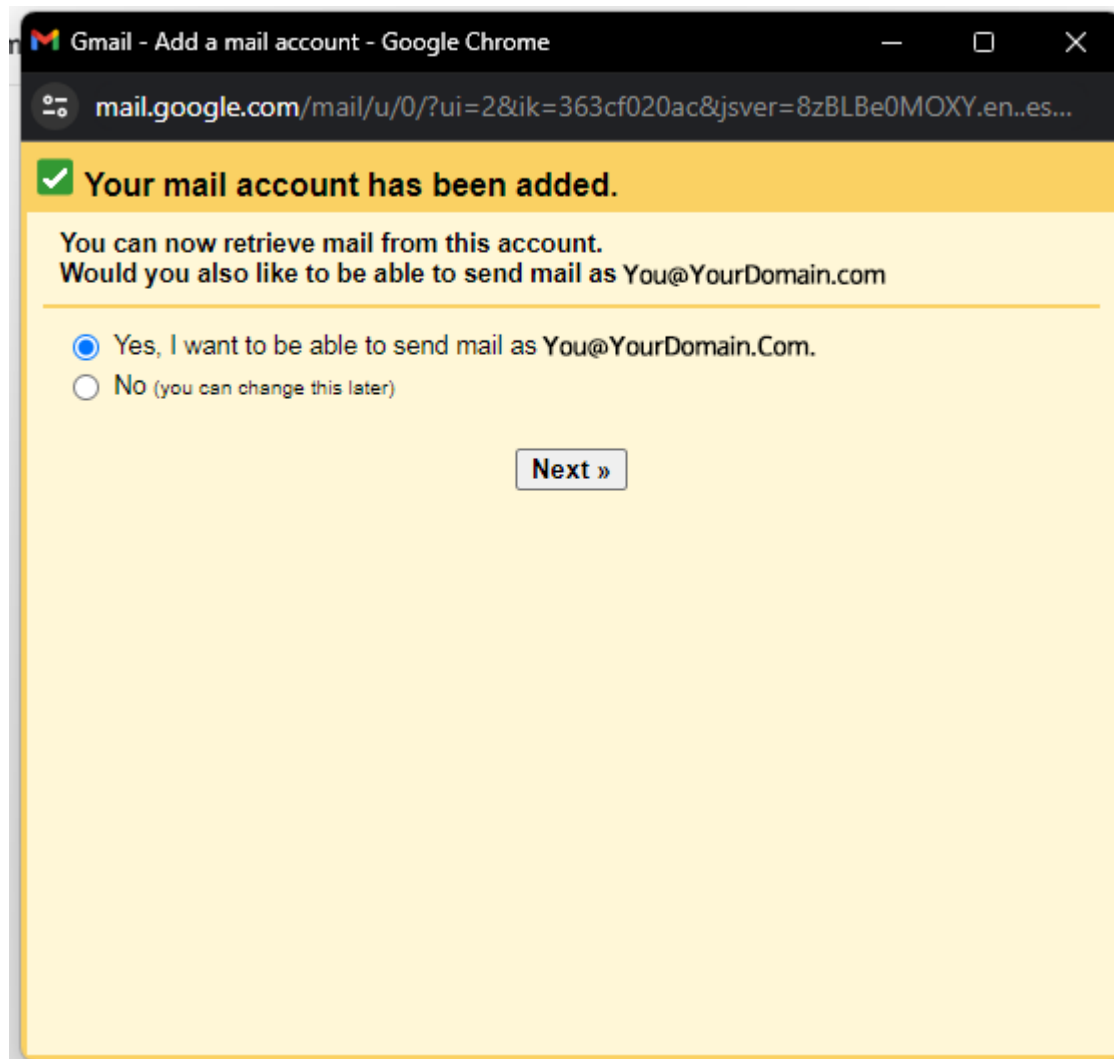
Password:

POP Server: Mail.YourDomain.Com Port: 995 ▾

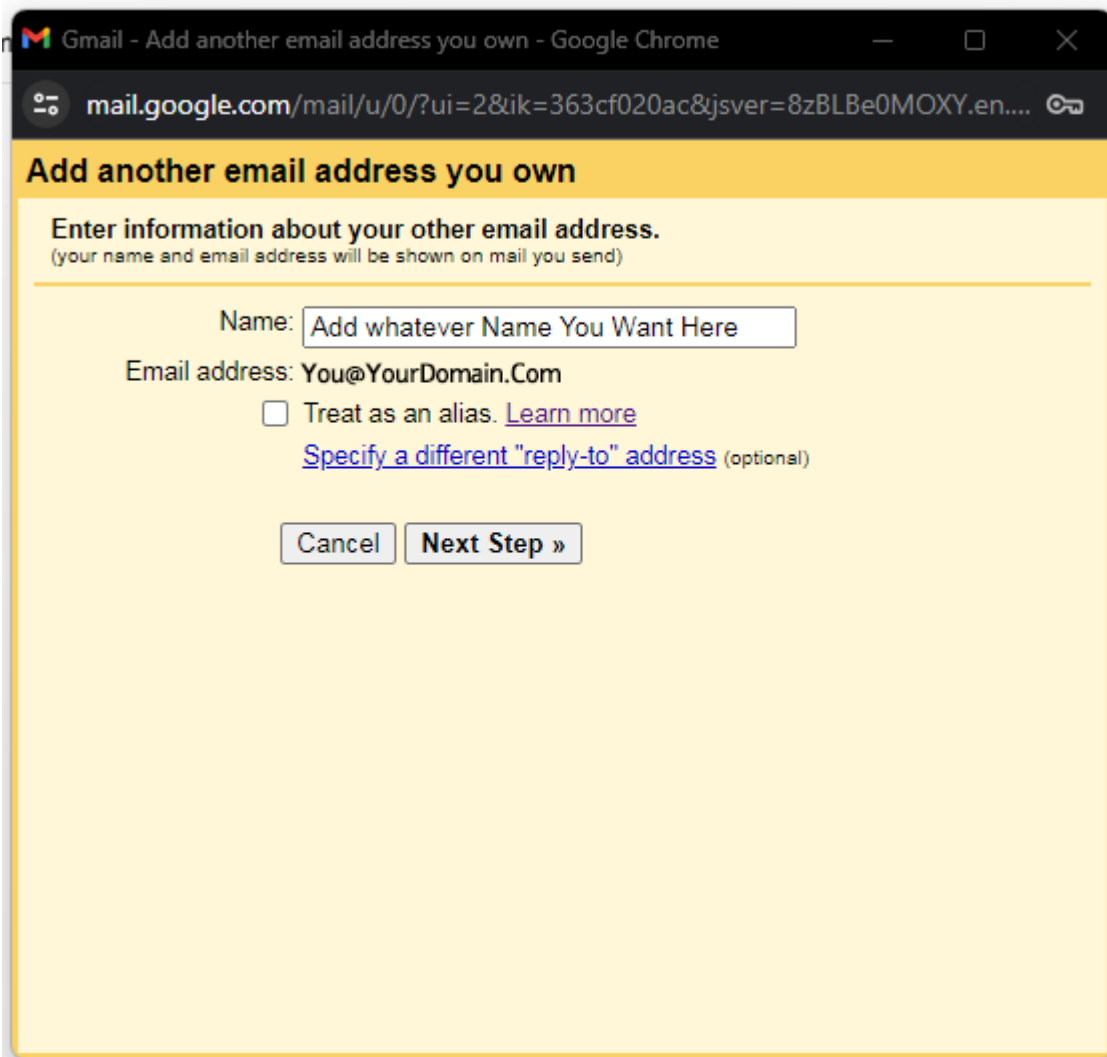
- Leave a copy of retrieved message on the server. [Learn more](#)
- Always use a secure connection (SSL) when retrieving mail. [Learn more](#)
- Label incoming messages: test@griffinwebdesign.biz ▾
- Archive incoming messages (Skip the Inbox)

Cancel « Back Add Account »

Screen 4, Select “Yes ...”



Screen 5, enter the name you want for the account. Do not select “treat as an Alias”



The screenshot shows a web browser window with the title "Gmail - Add another email address you own - Google Chrome". The address bar contains the URL "mail.google.com/mail/u/0/?ui=2&ik=363cf020ac&jsver=8zBLBe0MOXY.en...". The main heading is "Add another email address you own". Below this, the instruction reads "Enter information about your other email address. (your name and email address will be shown on mail you send)". The form includes a "Name:" label with a text input field containing "Add whatever Name You Want Here". Below that is the "Email address:" label with the text "You@YourDomain.Com". There is an unchecked checkbox labeled "Treat as an alias." with a link to "Learn more". Below the checkbox is a link "Specify a different 'reply-to' address" with "(optional)" in smaller text. At the bottom of the form are two buttons: "Cancel" and "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)

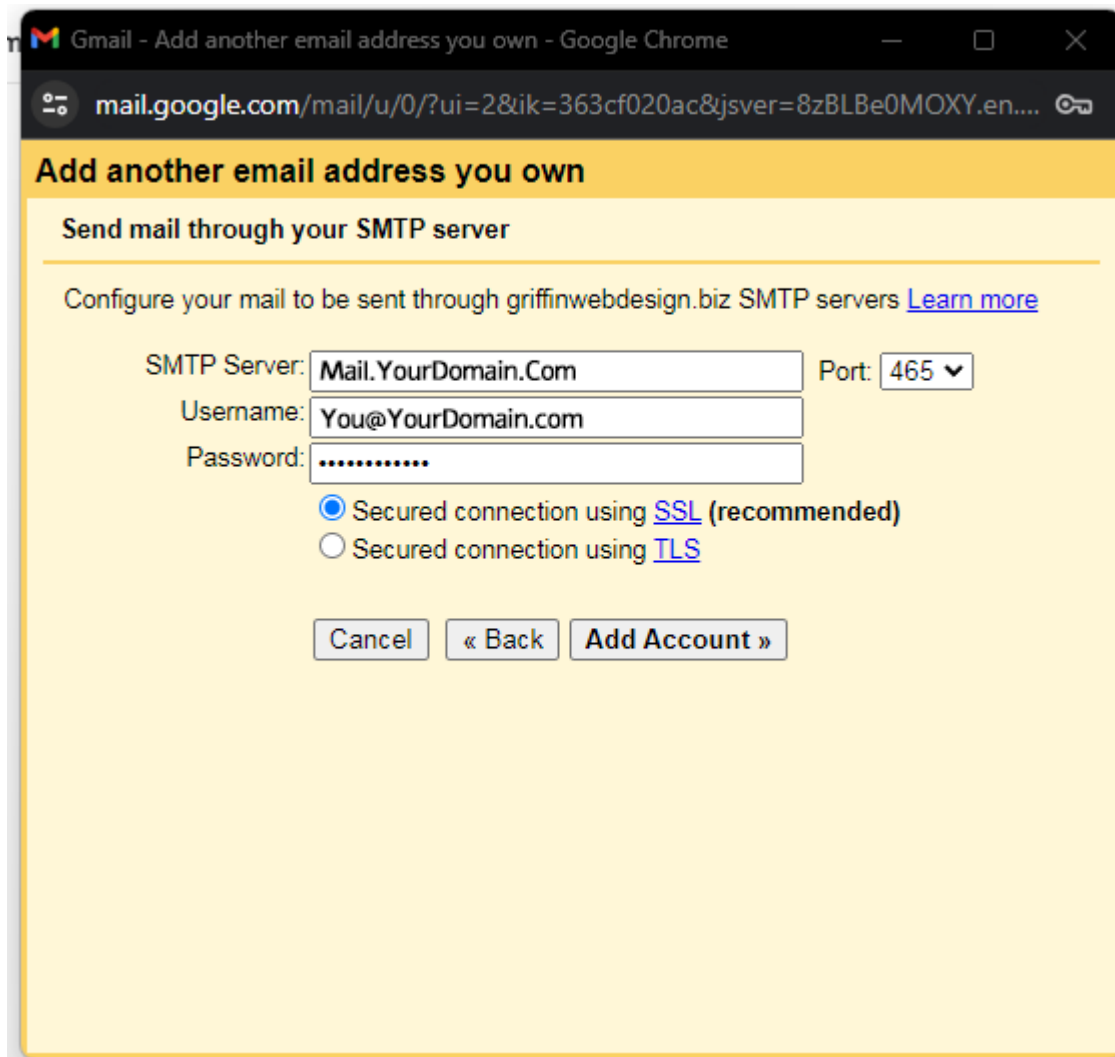
Name:

Email address: You@YourDomain.Com

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

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

Screen 6, enter in SMTP Server value, Username which is your email address, password, port 465 and select SSL.



The screenshot shows a web browser window with the title "Gmail - Add another email address you own - Google Chrome". The address bar contains the URL "mail.google.com/mail/u/0/?ui=2&ik=363cf020ac&jsver=8zBLBe0MOXY.en...". The main heading is "Add another email address you own". Below this is a section titled "Send mail through your SMTP server". A sub-heading reads "Configure your mail to be sent through griffinwebdesign.biz SMTP servers [Learn more](#)". The form includes the following fields and options:

- SMTP Server: Mail.YourDomain.Com
- Port: 465 (dropdown menu)
- Username: You@YourDomain.com
- Password: [Redacted]
- Connection type options:
 - Secured connection using [SSL](#) (recommended)
 - Secured connection using [TLS](#)

At the bottom of the form are three buttons: "Cancel", "« Back", and "Add Account »".

Screen 7 is the confirmation screen. When you close that window check your inbox for a confirmation email from Google and click the confirmation link.

