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. If you don't have Gmail it is free to sign up for an account.

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.

M 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 email address you would like to add.
Email address: You@YourDomain.Com
Cancel Next »

Screen Two, Import as POP3

n	M Gmail - Add a mail account - Google Chrome - 🗆 🗙
	mail.google.com/mail/u/0/?ui=2&ik=363cf020ac&jsver=8zBLBe0MOXY.enes
	Add a mail account
	You can either import emails from You@YourDomain.Com 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. <u>More about Gmailify</u>
	<ul> <li>Link accounts with Gmailify</li> <li>Gmailify is not available for this provider.</li> <li>Import amails from my other account (POP3)</li> </ul>
	Cancel « Back Next »

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.

M Gmail - Add a mail acco	ount - Google Chrome	_		×
anail.google.com/	mail/u/0/?ui=2&ik=363cf020ac&jsver=8	zBLBe0M	OXY.en	©च
Add a mail accoun	t			
Enter the mail setting	is for test@griffinwebdesign.biz. <u>Learn n</u>	<u>nore</u>		
Email address:	test@griffinwebdesign.biz			
Username:	You@YourDomain.Com			
Password:	••••••			
POP Server:	Mail.YourDomain.Com	Port: 99	5 🗸	
	Leave a copy of retrieved message on the s	erver. <u>Lea</u>	rn more	
•	Always use a secure connection (SSL) whe <u>Learn more</u>	n retrieving	g mail.	
<b>Z</b>	Label incoming messages: test@griffinwel	odesign.bi	z 🕶	
	Archive incoming messages (Skip the Inbox	:)		
	Cancel « Back Add Account »			

Screen 4, Select "Yes ..."



Screen 5, enter the name you want fir the account. Do not select "treat as an Alias"

n	M Gmail - Add another email address you own - Google Chrome — 🗌 🗙
	😁 mail.google.com/mail/u/0/?ui=2&ik=363cf020ac&jsver=8zBLBe0MOXY.en 🖙
	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: Add whatever Name You Want Here
	Email address: You@YourDomain.Com
	Specify a different "reply-to" address (optional)
	Cancel Next Step »

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

n	🎽 Gmail - Add another ei	mail address you own - Google Chrome			$\times$
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	Add another email	address you own			
	Send mail through ye	our SMTP server			
	Configure your mail to	be sent through griffinwebdesign.biz SMTP	servers <u>Lear</u>	n more	
	SMTP Server:	Mail.YourDomain.Com	Port: 465 🗸	•	
	Username:	You@YourDomain.com			
	Password:				
		<ul> <li>Secured connection using <u>SSL</u> (recomn</li> <li>Secured connection using <u>TLS</u></li> </ul>	nended)		
		Cancel « Back 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.

M	Gmail - Add another email address you own - Google Chrome — 🗌 🗙
•••	mail.google.com/mail/u/0/?ui=2&ik=363cf020ac&jsver=8zBLBe0MOXY.enes
A	dd 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 link was sent to <b>You@YourDomain.Com.</b> [ <u>Resend email</u> ] To add your email address, click on the link in the confirmation email.
	Close window