


IMPORTING YOUR BRANDED EMAIL INTO GMAIL (Using Gmail as an Email Software Program)

This tutorial shows you how to import your branded (@yourdomain.com) email into an existing Gmail account so that Gmail will act as your email software program. Google calls this Gmail's "Mail Fetcher" feature. This is a technique to use the 15 GB of free space that Gmail provides while having permanent access to your email from any Internet-connected device.

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.

Click to **Add a POP3 mail account you own**.

Add the full email address you are going to import (e.g. name@yourdomain.com) and click **next step**.

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: pop.yourdomain.com

Leave the default port 110.

Check the box to label incoming messages. This will help you instantly see which emails in your inbox are from your new account. You may change the label here if you'd like.

Leave all the other boxes unchecked.

Click **Add Account**.

It should say your mail account has been added.

Leave the selection on **Yes** so you can send mail as your new account. Click **Next Step**.

Enter your name. This is the full name you go by, such as John Smith.

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, but change the @ sign to be a percentage sign so it looks something like this: 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."