

Instructions for Adding a POP3 Account to your G-mail account

Please note: you need to have an email address already set up with your domain name at the end in order for this to work. Howl'n Dog or Web Transitions can do this for you.

1. Log in to your Gmail account
2. Click on Gear icon in upper right-hand corner.
3. Select "Settings" from drop-down menu.
4. Click "Accounts and Import" link.
5. Next to "Check mail from other accounts (using POP3)", click "Add a POP3 mail account you own" link.
6. In the new window, enter the email address that you want to use through Gmail and click "Next Step."
7. The username field should be your FULL email address (i.e. yourname@yourdomain.com).
8. The password is your regular email password.
9. The POP Server should be your domain with "mail." in front (i.e. mail.yourdomain.com) and the Port should be set to 110.
10. Click "Add Account."
11. "On the next screen, select "Yes, I want to be able to send mail as" click "Next Step."
12. The name field should be the name you want people to see when you send mail from this account.
13. Deselect "Treat as an alias" and click "Next Step."
14. Select "Send through yourdomain.com SMTP servers."
15. SMTP Server should be your domain with "mail." in front (i.e. mail.yourdomain.com) and the Port should be set to 25. The username field should be your FULL email address (i.e. yourname@yourdomain.com).
16. The password is your regular email password.
17. Select "Unsecured Connection" and click "Add Account."
18. Gmail will now send an email to verify you are the owner of the account.
19. Open the email and either click the link located in the email, or enter the conformation code from the email into the appropriate field of the browser window where you have been setting up your account info.
20. Now when you are composing or replying to an email using Gmail, you can use the drop-down menu on the From field to choose which account the mail should be sent from.