How To:

Set Up your Domain
Email in Gmail

Vox®

Contents

Introduction

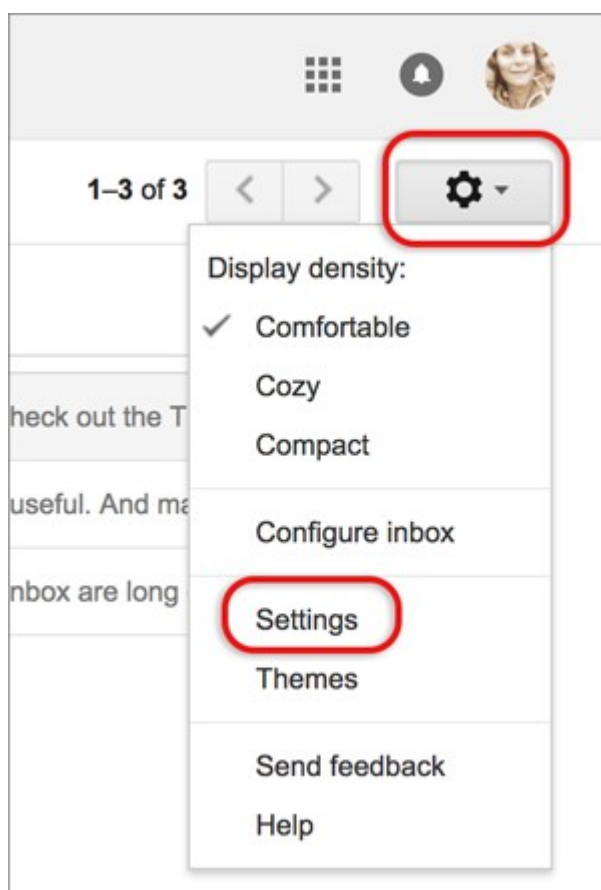Your domain email address can be accessed using any mail program, including Gmail.

The advantages of using Gmail are:

- The interface may be familiar to you if you are already using it
- Your email can be accessed from any online computer or device
- You receive 15 Gb of storage per mailbox, which is useful if you want to store a large amount of mail without incurring disk over-usage charges

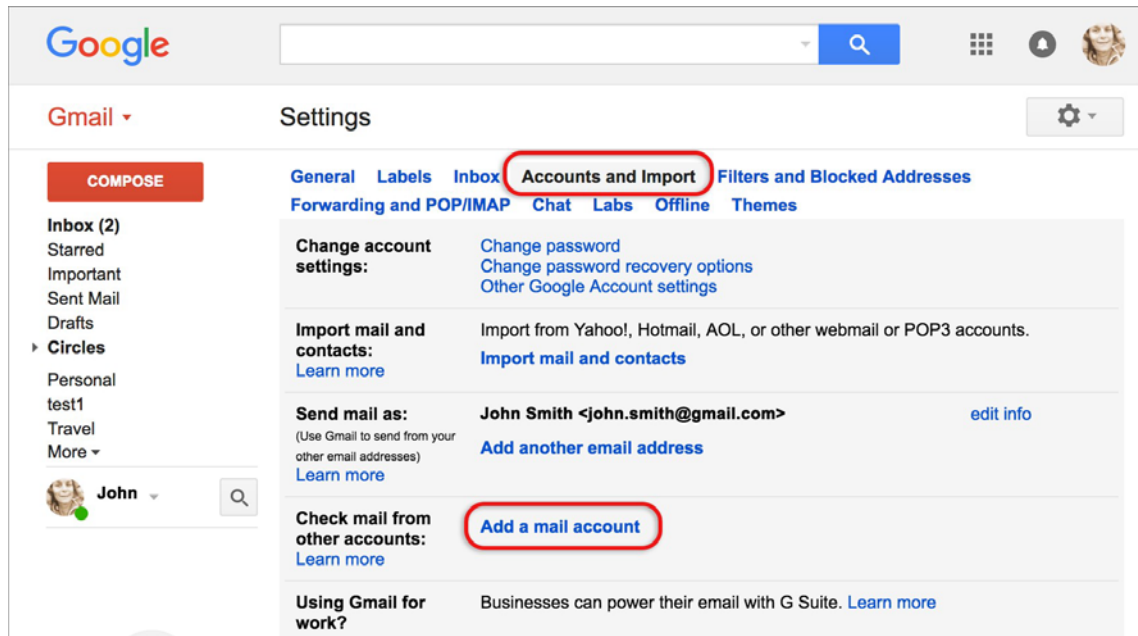## Setting Up Your Domain Email

Note that you will need access to your Gmail address (example@gmail.com) to verify the setup of your new domain email address.

1. Browse to Gmail and log in.
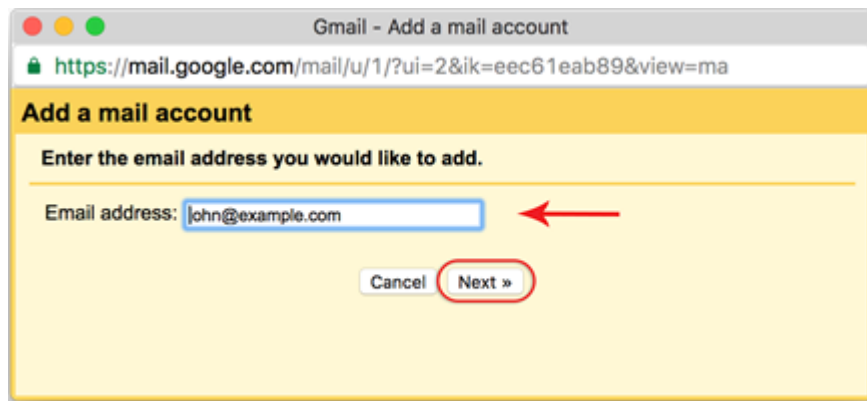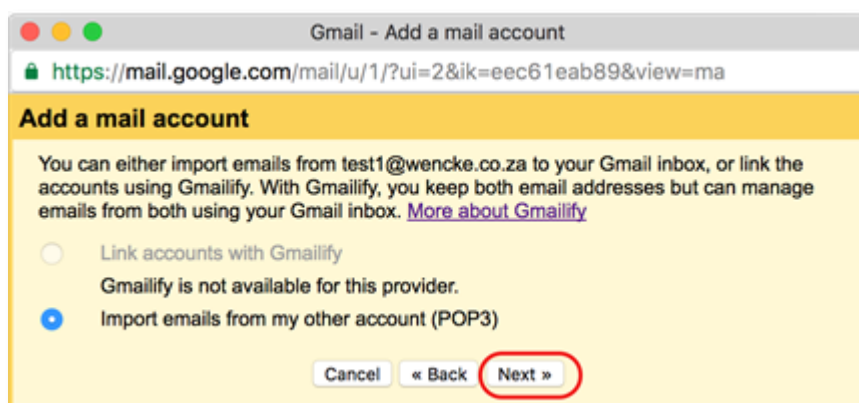2. Select the Settings icon from the top right menu, then choose **Settings** from the dropdown list

3. Select the **Accounts and Imports** tab.
4. Select **Add a mail account**.

5. Enter your **Email address** and then click **Next**.

6. Select the second option (Import emails from my other account POP3), and click **Next**.

Gmail will automatically add certain settings, but it is advisable to check the following:

- That the user name is the full email address
- The password is included
- That the POP server has the prefix "**mail.**" before your domain name
- Other settings may be checked according to your personal preference

7. Select **Add Account**.

Your account has now been set up to receive your domain email.

You can now continue to set up the account to send mail from your domain.

8. Select the "**Yes**" option, and then click **Next**.

9. Untick the "**Treat as an alias**" check box, and click the **Next Step** button.

If you want to **send mail through your SMTP server**, select the second option.

Why do I need to do this?

Gmail's default setting is to use the Gmail SMTP servers to send mail. This works, but is not recommended, because Gmail servers are more likely to be blacklisted for spam abuse, and certain mail servers will not receive mail from domains that are not associated with the particular server. It is therefore recommended that you set up your SMTP server.

The current dialogue box opens to enable you to add the **SMTP details**.

10. Ensure that:

- The SMTP Server has the prefix "**smtp.**" Before your domain name
- The Username is the full email address
- The password is included

11. Select **Add Account**.

Gmail checks the credentials provided, and then opens the following dialog box:

12. Open your Gmail mailbox (example@gmail.com) and click the link in the confirmation email.

Congratulations! You have successfully set up your domain to be accessed by Gmail.