How To:

Set Up your Domain Email in Gmail





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Introduction

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

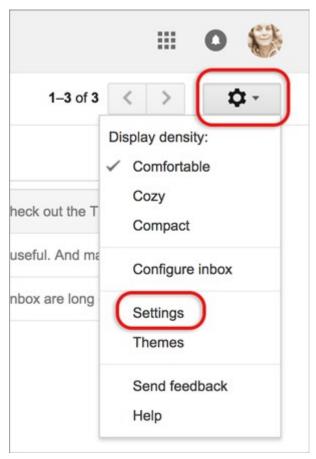
The advantages of using Gmail are:

- 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.

Google	~ Q			0	
Gmail -	Settings			a a	<u>۲</u>
COMPOSE	General Labels Inbox Accounts and Import Filters and Blocked Forwarding and POP/IMAP Chat Labs Offline Themes	Addresses	S		
Inbox (2) Starred Important Sent Mail	Change account settings: Change password Change password recovery options Other Google Account settings				
Drafts ▶ Circles Personal	Import mail and contacts: Learn more Import from Yahoo!, Hotmail, AOL, or other webmail	or POP3 a	iccoun	ts.	
test1 Travel More ∽	Send mail as: John Smith <john.smith@gmail.com> (Use Gmail to send from your other email addresses) Learn more</john.smith@gmail.com>		edit ir	nfo	
John 🗸 🔍	Check mail from other accounts: Learn more				
	Using Gmail for Businesses can power their email with G Suite. Lear work?	n more			

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

•	Gmail - Add a mail account
ê hi	ttps://mail.google.com/mail/u/1/?ui=2&ik=eec61eab89&view=ma
Add	a mail account
Ent	ter the email address you would like to add.
Em	Cancel 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



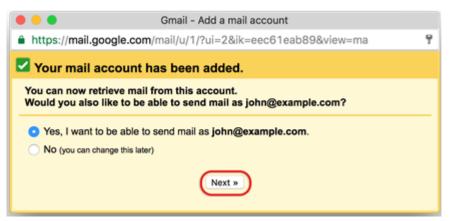
7. Select Add Account.

• •	•	Gmail - Add a mail account
â htt	ps://mail.google	.com/mail/u/1/?ui=2&ik=eec61eab89&view=ma
Add a	a mail accour	t
Ente	er the mail setting	gs for john@example.com. <u>Learn more</u>
	Email address:	john@example.com
	Username:	john@example.com
	Password:	
	POP Server:	mail.example.com Port: 110 📀
		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: john@example.com 📀
		Archive incoming messages (Skip the Inbox)
		Cancel « Back 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.

😑 😑 🗧 Gmail - Add another email address you own
https://mail.google.com/mail/u/1/?ui=2&ik=eec61eab89&view=cf&cfmf=true
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: John Smith
Email address: john@example.com
Treat as an alias. Learn more
Specify a different "reply-to" address (optional)
Cancel Next Step »

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.

😑 😑 🔹 Gmail - Add another email address you own
https://mail.google.com/mail/u/1/?ui=2&ik=eec61eab89&view=cf&cfmf=true
Add another email address you own
Send mail through your SMTP server?
When you send mail as john@example.com the mail can either be sent through Gmail or through example.com SMTP servers.
Send through example.com SMTP servers Learn more
Cancel « Back Next Step »

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



Gmail - Add another email address you own
https://mail.google.com/mail/u/1/?ui=2&ik=eec61eab89&view=cf&cfmf=true
Add another email address you own
Send mail through your SMTP server?
When you send mail as john@example.com, the mail can either be sent through Gmail or through example.com SMTP servers. Send through wencke.co.za SMTP servers Learn more SMTP Server: smtp.example.com Username: john@example.com Password: Secured connection using TLS (recommended) Secured connection using SSL Cancel (Back (Add Account *)

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:

😑 😑 🗧 Gmail - Add another email address you own
https://mail.google.com/mail/u/1/?ui=2&ik=eec61eab89&view=cf&cfmf=tr
Add 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 code was sent to john@example.com. [Resend email] To add your email address, do one of the following:
Click on the link in the confirmation email
Close window

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.