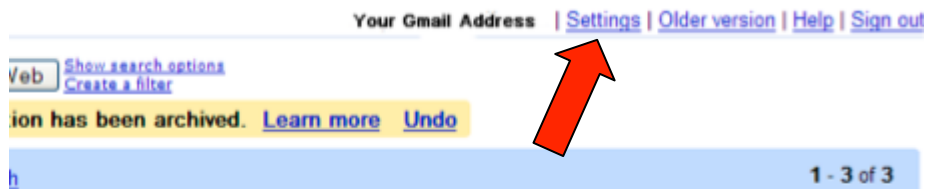


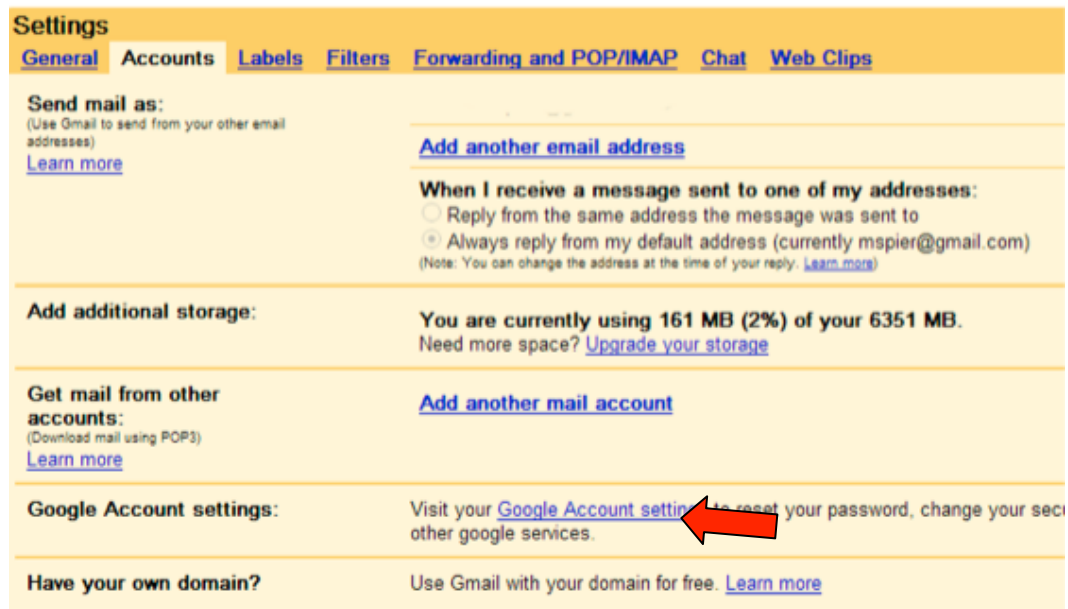
Setting up a POP3 Account in Gmail

Objective: To pull mail from multiple POP3 accounts into a single Gmail account. You can access up to six accounts with Gmail

- ❑ **STEP 1: Log in to your Gmail account**
- ❑ **STEP 2: Click *Settings***



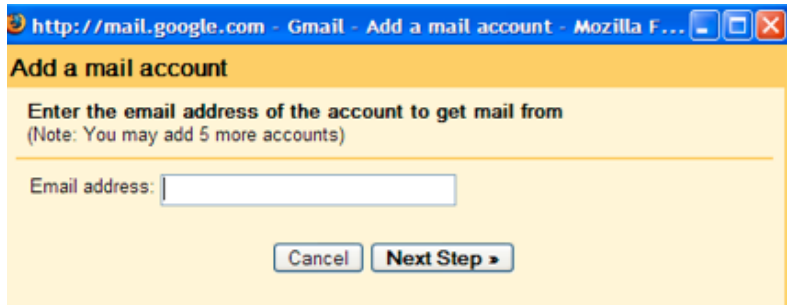
- ❑ **STEP 3: Go to the *Accounts* Tab**



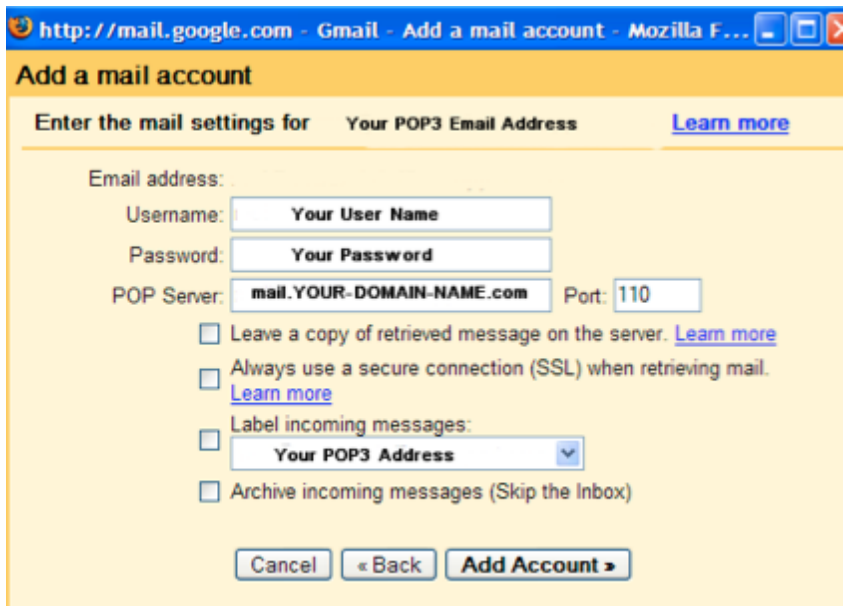
STEP

4: Click *Add Another Mail Account*

- ❑ **STEP 5: Fill out POP Information**
 - Enter the POP3 email address & hit Next Step



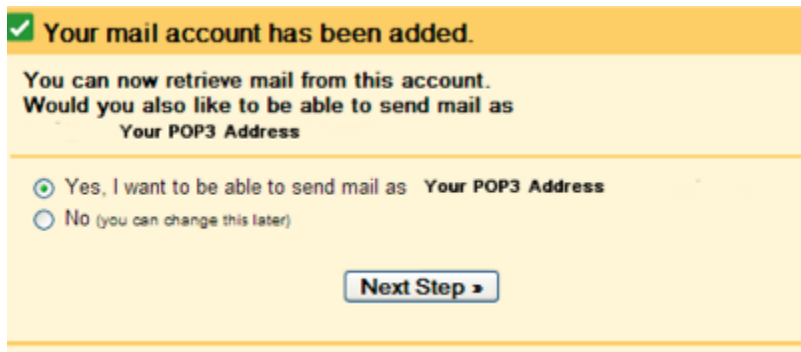
- Enter details given to you by your POP3 email host
 - Your user name and password
 - The POP3 server may look like the example or it could be your domain name without the http://www part. If you are unsure, check with your email host.
 - Do you wish to leave a copy on the server? This is good if you want to access it from two different accounts/computers.
 - If your server requires a secure connection, you will need to check this and enter any details required.
 - Label Incoming Messages: If you want messages from the pop account to have a particular label (good for organizing mail) then check this option & choose the label you want.
 - If you get mail that you don't read right away, you can opt to have it skip the inbox and automatically be archived.



- Once you've filled in the details, click **Add Account**

❑ **STEP 6: Set up send mail address**

- Do you want to be able to send mail as your pop account?



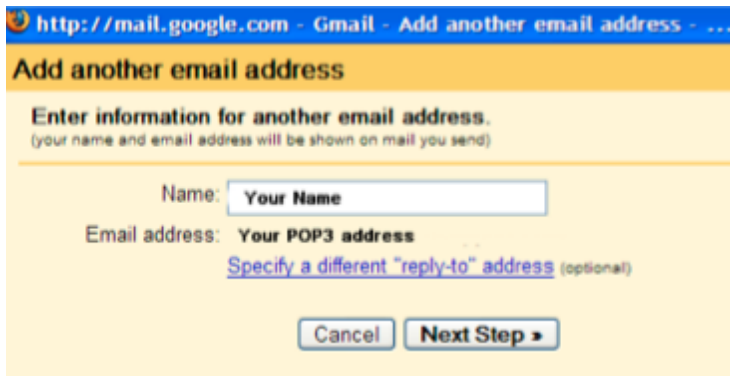
✓ **Your mail account has been added.**

You can now retrieve mail from this account.
Would you also like to be able to send mail as
Your POP3 Address

Yes, I want to be able to send mail as **Your POP3 Address**
 No (you can change this later)

Next Step >

- Click *Next Step*
- Fill out the “from name” & click *Next Step*



http://mail.google.com - Gmail - Add another email address - ...

Add another email address

Enter information for another email address.
(your name and email address will be shown on mail you send)

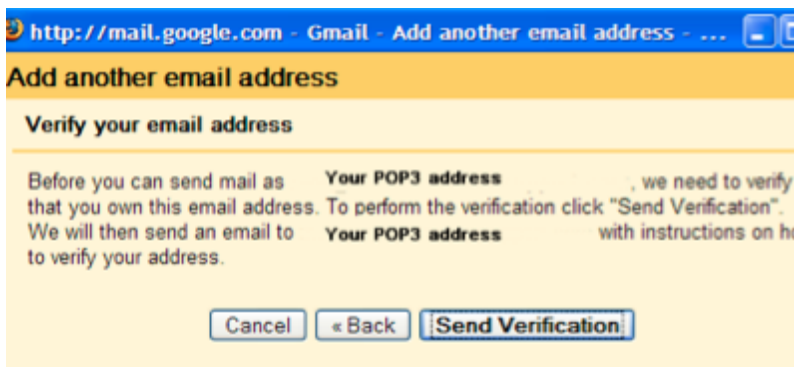
Name:

Email address:
[Specify a different "reply-to" address](#) (optional)

Cancel **Next Step >**

❑ **STEP 7: Verify Address**

- Click *Send Verification*. This will send an email to the POP account. Follow the instructions in the email to verify that you are the owner of that account and wish to send mail from gmail.



http://mail.google.com - Gmail - Add another email address - ...

Add another email address

Verify your email address

Before you can send mail as **Your POP3 address**, we need to verify that you own this email address. To perform the verification click "Send Verification". We will then send an email to **Your POP3 address** with instructions on how to verify your address.

Cancel **« Back** **Send Verification**

You can now send and receive POP3 mail from Gmail account