



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

The advantages of using Gmail are:

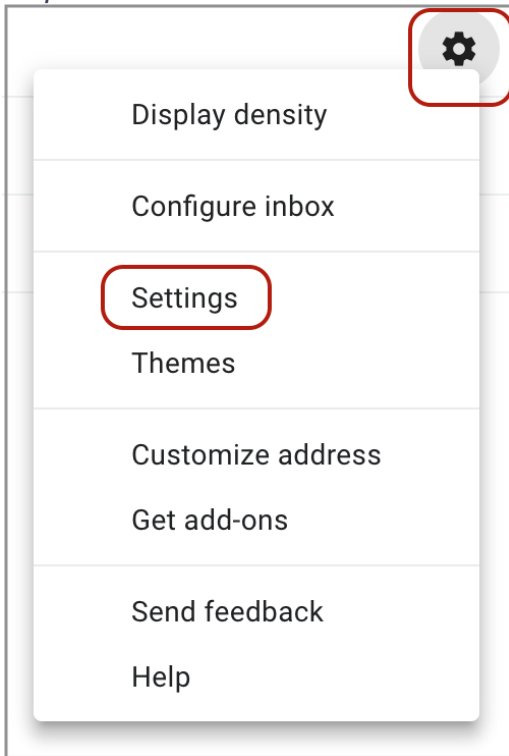
- the interface may be more **familiar** to you if you are already using it
- your mail can be **accessed** from any online computer or device
- 15GB of storage is provided per mailbox, which is useful if you want to store a large amount of mail without incurring disk over-usage charges.

Set up your domain email

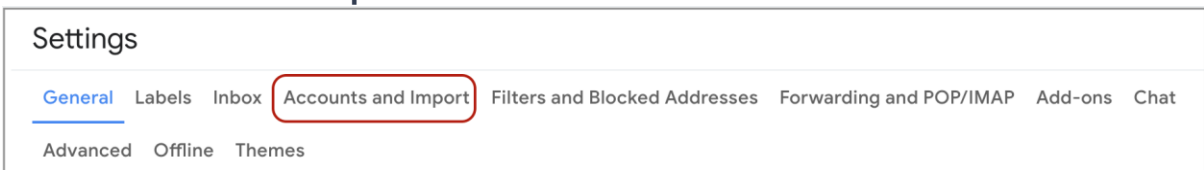
Note that you will need access to your Gmail address (example@gmail.com) to **verify** the **setup** of your new domain email address.

1. **Browse** to Gmail and **log in**

2. Select the **Settings icon** from the top right menu, then choose **Settings** from the dropdown list



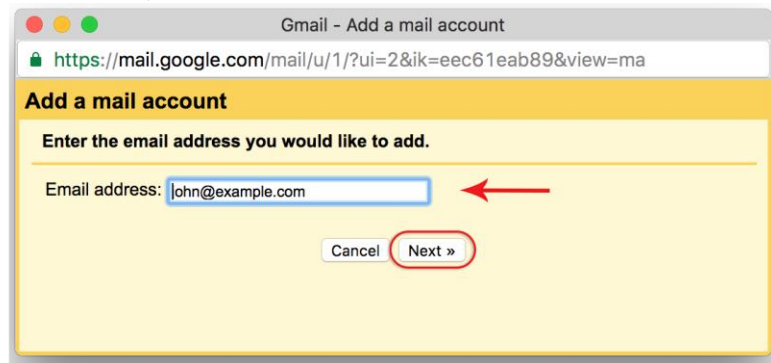
3. Select **Accounts and Import**



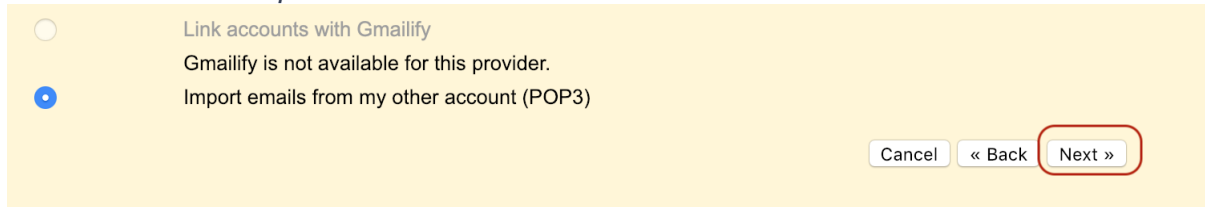
4. Select **Add a mail account**



5. Enter your **Email address**, select **Next**



6. Select the **second** option and select **Next**



Link accounts with Gmailify
Gmailify is not available for this provider.

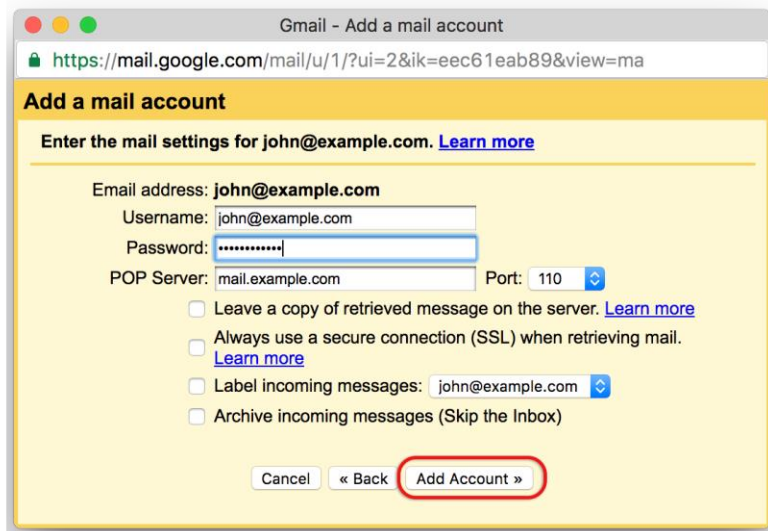
Import emails from my other account (POP3)

Cancel << Back **Next >>**

7. Gmail will automatically add certain settings, but **check that**:

1. The **Username** is the **full email address**
2. The **Password** is included
3. The **POP Server** has the prefix **mail.** before your domain name
4. Other settings may be checked according to your personal preferences

8. Select **Add Account**



Gmail - Add a mail account

<https://mail.google.com/mail/u/1/?ui=2&ik=eec61eab89&view=ma>

Add a mail account

Enter the mail settings for john@example.com. [Learn more](#)

Email address: **john@example.com**

Username: john@example.com

Password: [REDACTED]

POP Server: mail.example.com Port: 110

Leave a copy of retrieved message on the server. [Learn more](#)

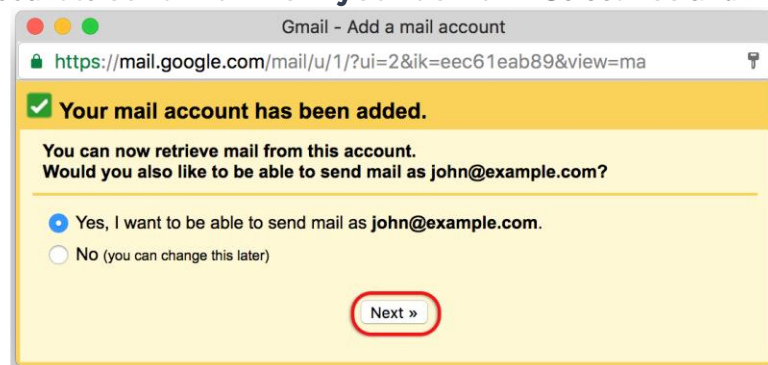
Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages: john@example.com

Archive incoming messages (Skip the Inbox)

Cancel << Back **Add Account >>**

9. Your account has now been set up to receive your domain email, but you can now continue to set up the account to **send mail from your domain**. Select **Yes** and **Next**



Gmail - Add a mail account

<https://mail.google.com/mail/u/1/?ui=2&ik=eec61eab89&view=ma>

✓ 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 john@example.com?

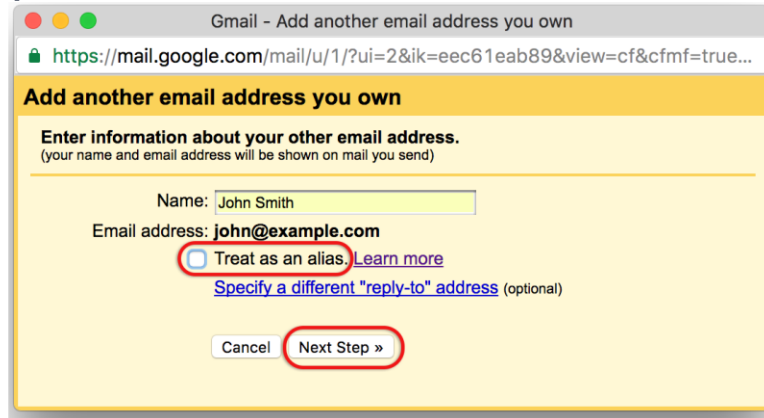
Yes, I want to be able to send mail as **john@example.com**.

No (you can change this later)

Next >>

10. Untick **Treat as an alias**

11. Select Next Step



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)

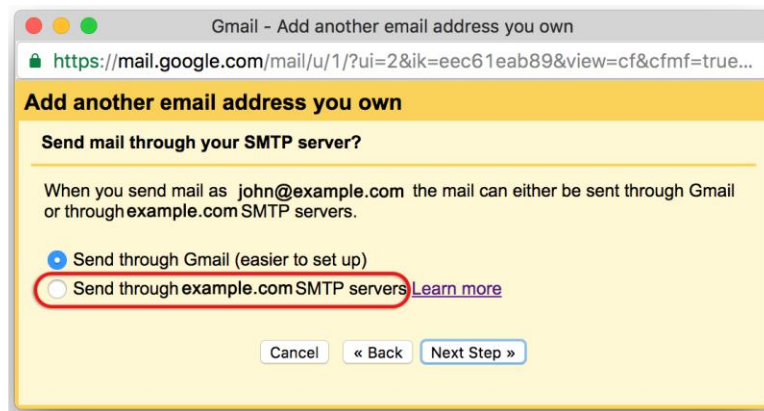
Name:

Email address:

Treat as an alias [Learn more](#)

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

12. **Send mail through your SMTP server? Select the second option.** *The default setting is to send mail using Gmail SMTP servers, and while this will work, it is **not recommended**. The reasons are that 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 that particular 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.

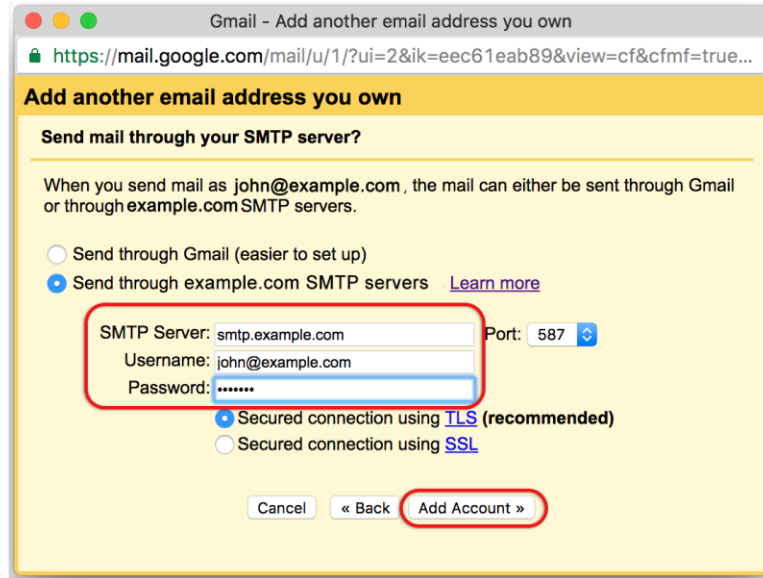
Send through Gmail (easier to set up)

Send through example.com SMTP servers [Learn more](#)

13. *The current dialogue box opens up to add the SMTP details. **Ensure** that:*

1. *The **SMTP Server** has the prefix **smtp.** before your domain name*
2. *The **Username** is the **full email address***
3. *The **Password** is included*

14. Select Add Account



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 Gmail (easier to set up)

Send through example.com SMTP servers [Learn more](#)

SMTP Server: Port:

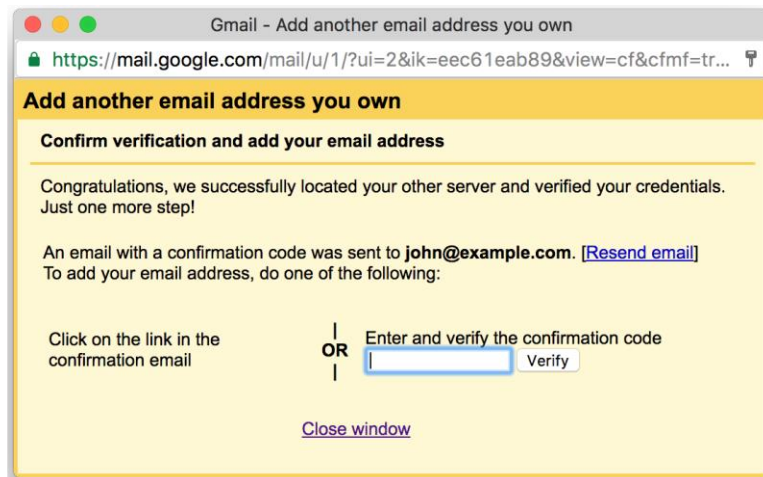
Username:

Password:

Secured connection using [TLS \(recommended\)](#)

Secured connection using [SSL](#)

15. Gmail will check credentials, and then provide the following dialogue 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:

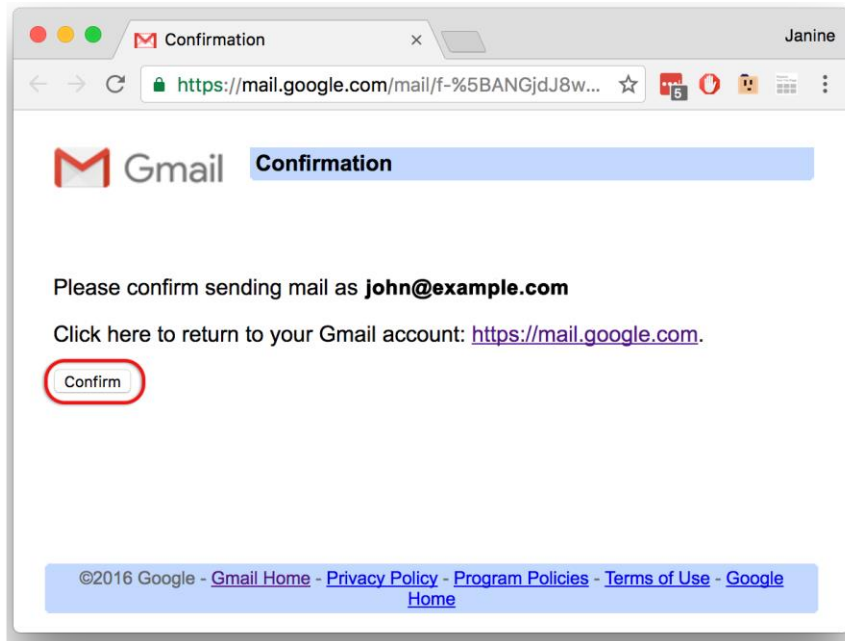
Click on the link in the confirmation email

OR

Enter and verify the confirmation code

[Close window](#)

16. Open your Gmail address mailbox (example@gmail.com) and **click the link on the confirmation email**



17. Confirmation success! Your domain mail is now set up to be accessed via Gmail.