

## Collecting your email using Gmail (Sept 2014)

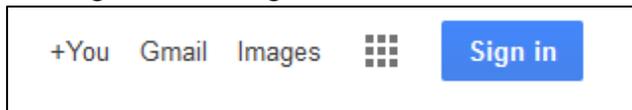
This guide is intended to help our customers that would like their own personal Gmail e-mail account to collect their e-mail from our server.

### Step 1 - Sign in to your Gmail account on a computer and go to Gmail.

To do this go to <http://www.google.co.uk>

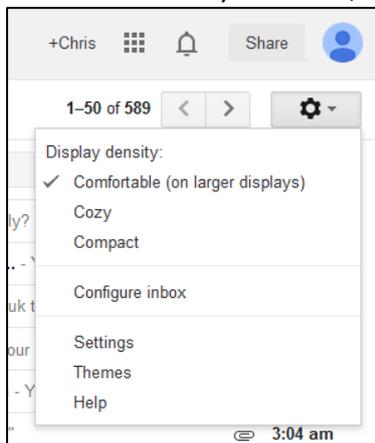
Click the “**Sign In**” button in the top right hand corner of google (if you do not have this button, then click the Gmail link at the top of Google)

Once signed in to Google, click the word ‘**Gmail**’ at the top of the google homepage.



### Step 2 – Go to the correct settings section

Once in your on-line Gmail account, click the settings button (picture of a cog) at the top right side of the screen within your Gmail, a drop down menu appears, click the word “**Settings**”

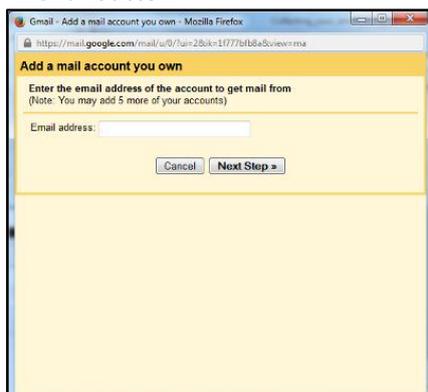


When in your settings, click the tab at the top of the page called “**Accounts and Import**”

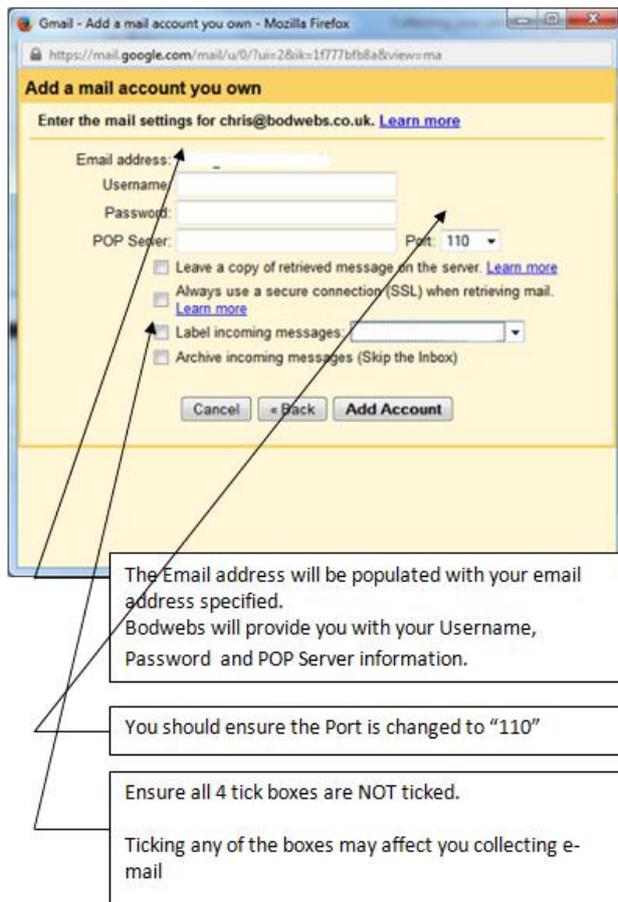
Within “Accounts and Import”, there is a section called “**Check mail from other accounts (using POP3)**”; within this section click the text “**Add a POP3 mail account you own**”

### Step 3 – Setting up the account

Once you have clicked “Add a POP3 mail account you own” a popup box appears asking for your email account, **enter your main website email account** (e.g. [chris@bodwebs.co.uk](mailto:chris@bodwebs.co.uk)) and click the “**Next**” button



The next should be filled in as the picture below shows. Bodwebs will provide all of the details you need for this section:



The screenshot shows the Gmail 'Add a mail account you own' form in a Mozilla Firefox browser window. The form is titled 'Add a mail account you own' and asks for settings for 'chris@bodwebs.co.uk'. It includes fields for 'Email address', 'Username', 'Password', and 'POP Server'. The 'Port' is set to '110'. There are four checkboxes: 'Leave a copy of retrieved message on the server', 'Always use a secure connection (SSL) when retrieving mail.', 'Label incoming messages', and 'Archive incoming messages (Skip the Inbox)'. At the bottom are 'Cancel', 'Back', and 'Add Account' buttons. Three callout boxes provide instructions: the first points to the 'Email address' field, the second points to the 'Port' dropdown, and the third points to the four checkboxes.

The Email address will be populated with your email address specified.  
Bodwebs will provide you with your Username, Password and POP Server information.

You should ensure the Port is changed to "110"

Ensure all 4 tick boxes are NOT ticked.  
Ticking any of the boxes may affect you collecting e-mail

Once entered as specific click the **"Add Account"** button.

#### Step 4 – Checking all is ok

We recommend that you click your **"inbox"** button on the left and after around 5 minutes you re-enter the **"settings"** section and then the **"Accounts and Import"**.

You should see that Gmail within the **"Check mail from other accounts (using POP3)"** section your email appears with a message underneath stating when the account was last checked.

If there are any errors collecting e-mail they will be shown here.