

## GMAIL - E-Mail Set Up Instructions

If you don't have your email account set up yet, log-in to our Ticket System and submit a "New Ticket" asking us to set up a new email account. We will respond to your Ticket with the Username and Password.

You may log-in to our Ticket System here:

<https://www.clearimaging.com/client-support>

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### Instructions for Adding an Email Account in: **GMAIL**

#### Steps

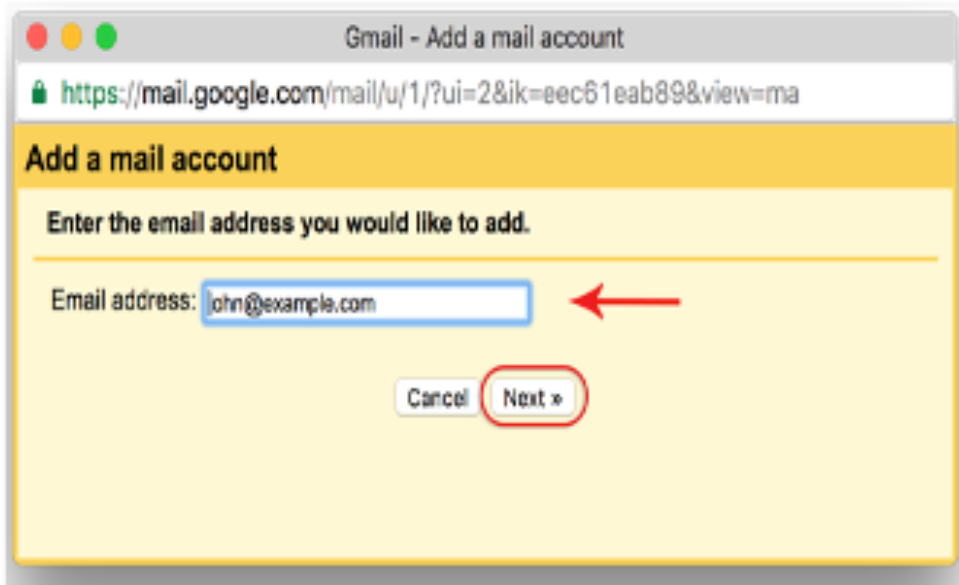
1. Go to **Gmail** and Log in
2. Click on the **Setting** icon found at the top-right corner, then select "See all settings"
3. Choose **Account and Import**



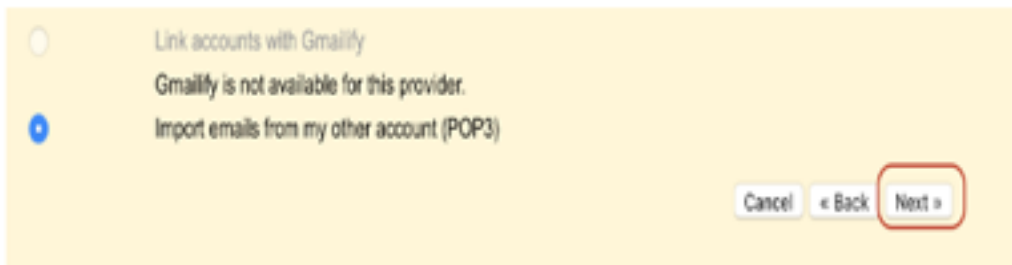
4. Click on **Add a mail account**



5. Enter your **email address** and click **Next**

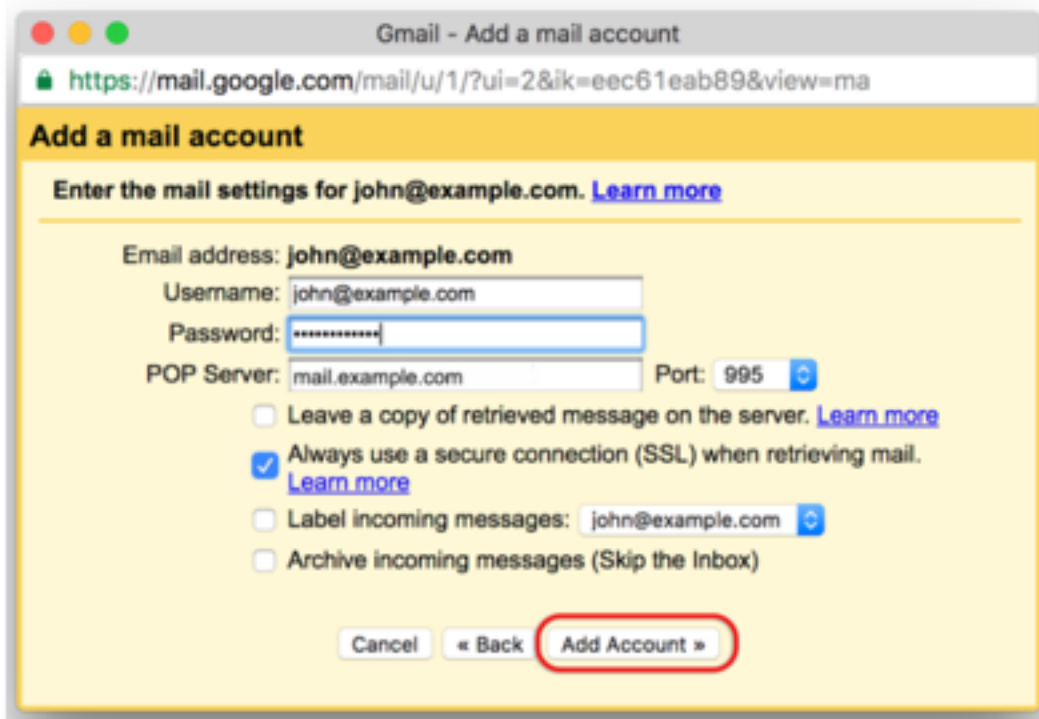


6. Choose the **second option** and click **Next**.



7. While Gmail automatically adds certain settings, ensure that:
- Username is your full email address
  - Password is included
  - POP Server has “mail” before the domain (example mail.my-domain.com)
  - Port is set to 995
  - Always use a secure connection (SSL) is checked.

8. Click on **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: [masked]

POP Server: mail.example.com Port: 995

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

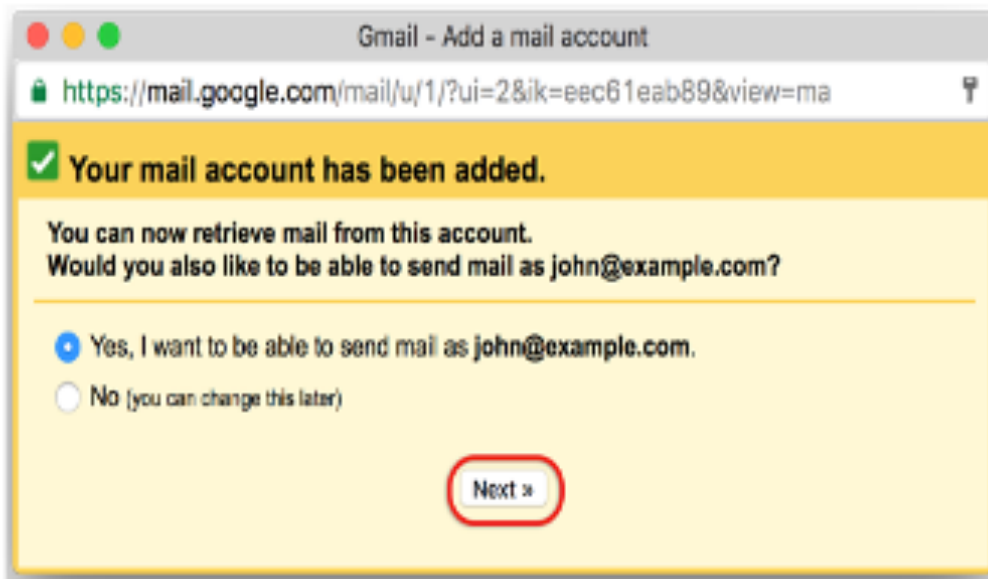
Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages: john@example.com

Archive incoming messages (Skip the Inbox)

Cancel < Back Add Account >

9. Your account is now set up to receive emails from your domain. To proceed with sending emails from your domain, select “Yes” and then 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. Deselect “Treat as an alias”

## 11. Click on 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. Choose the **second option** to send mail through your SMTP server. **Note** that while using Gmail SMTP servers is possible, it is not recommended due to potential spam blacklisting issues and mail delivery constraints.

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.

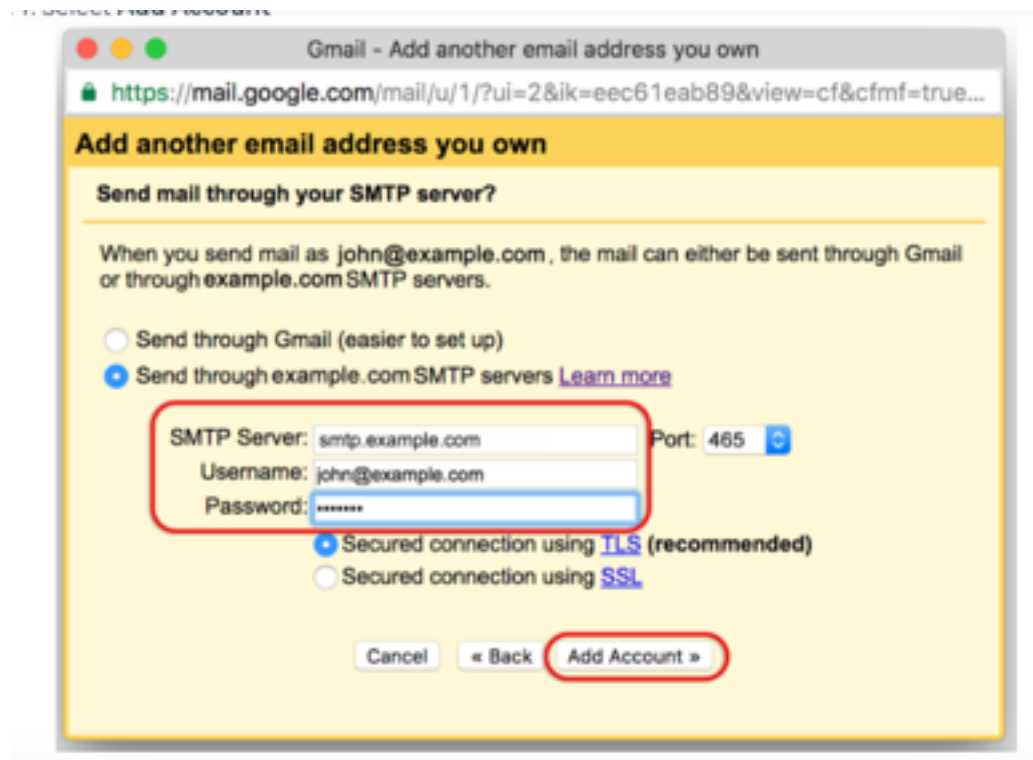
Send through Gmail (easier to set up)

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

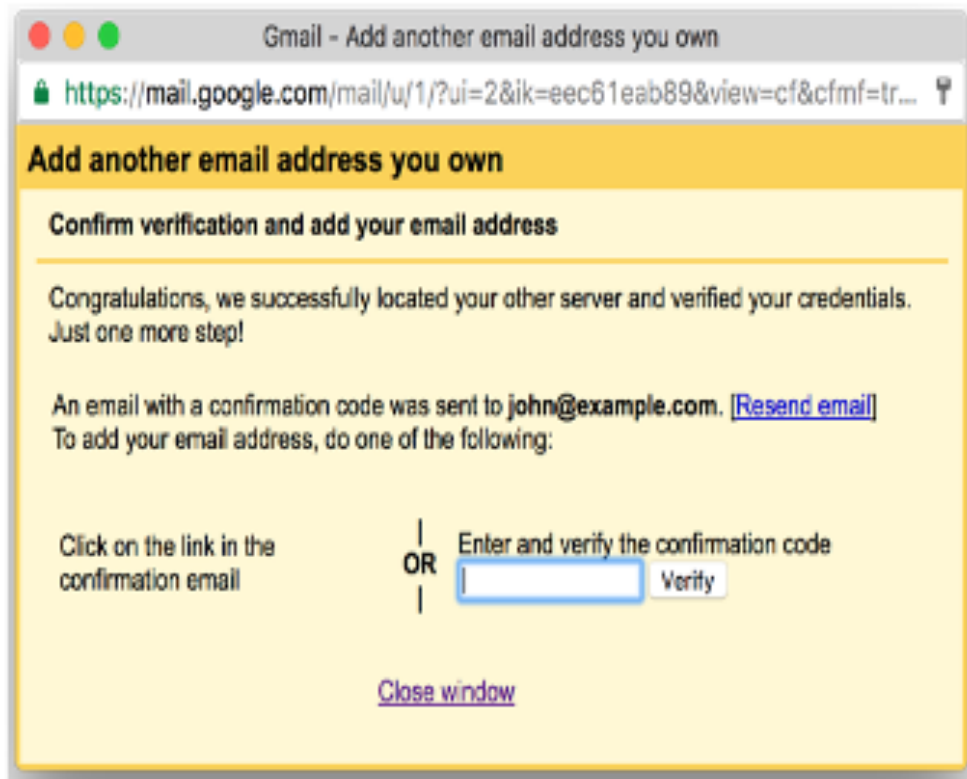
13. Enter the **SMTP** details ensuring:

- SMTP Servers begins with “smtp” before the domain name (example: smtp.my-domain.com)
- Username is your full email address
- Password is included

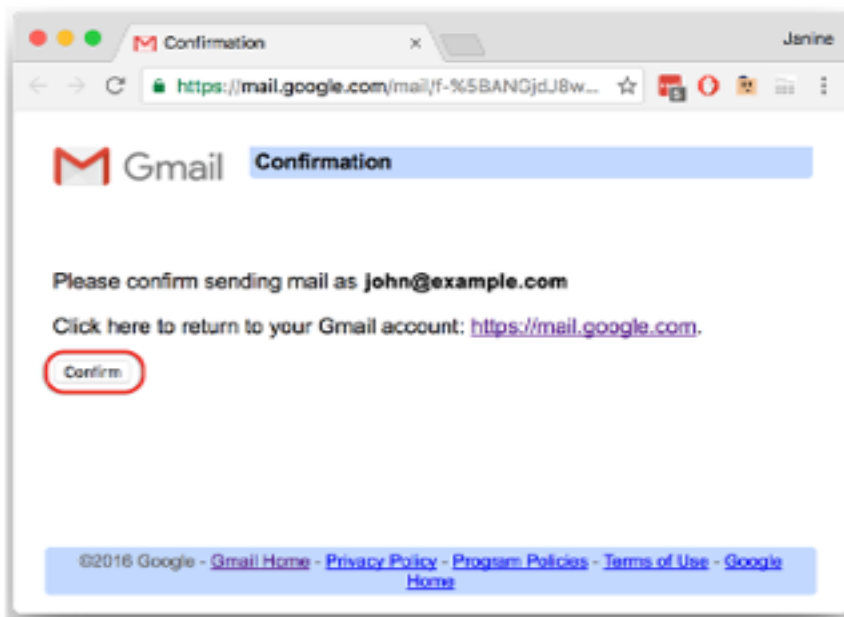
#### 14. Click Add Account.



#### 15. Gmail will verify credentials and display a confirmation dialogue box.



16. Open your email and click on the confirmation link.



17. **Note:** In rare cases, “mail.my-domain” and “smtp.my-domain” may not work. In such instances, you may need to use the server’s name instead. (contact us for your server name)

18. **Confirmation success!** Your **domain email** is now set up to be accessed via **Gmail**.