

## Gmail on Desktop - 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:

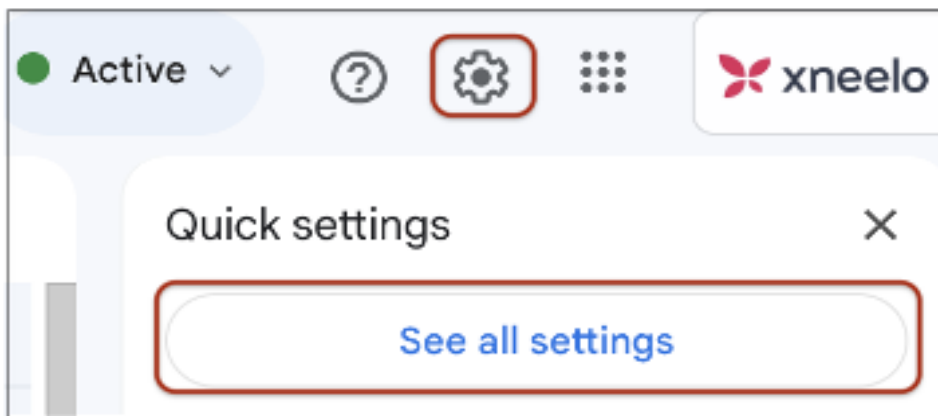
<https://www.clearimaging.com/client-support>

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### Instructions for Adding an Email Account in: **Gmail on Desktop**

#### Steps

1. Navigate to **Gmail** and log in.
2. Click on the **Settings** icon located in the top-right corner, then select "See all setting".



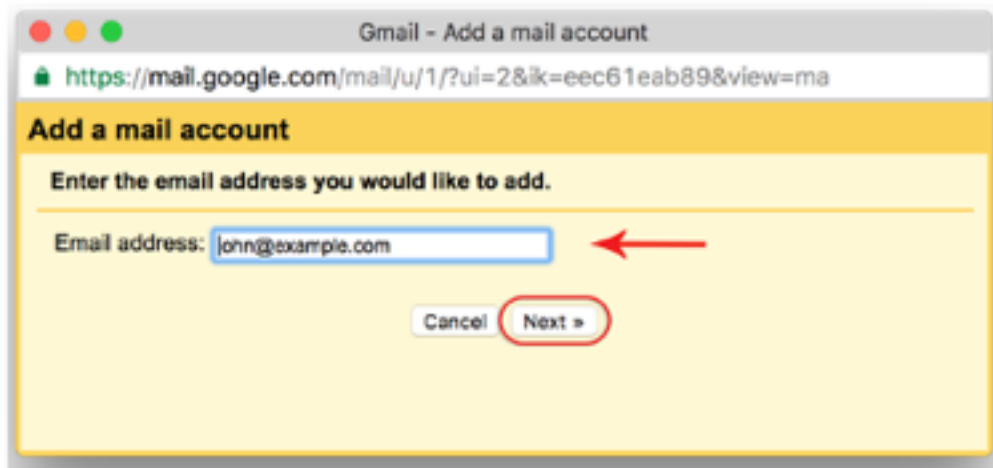
3. Choose "Accounts and Import".



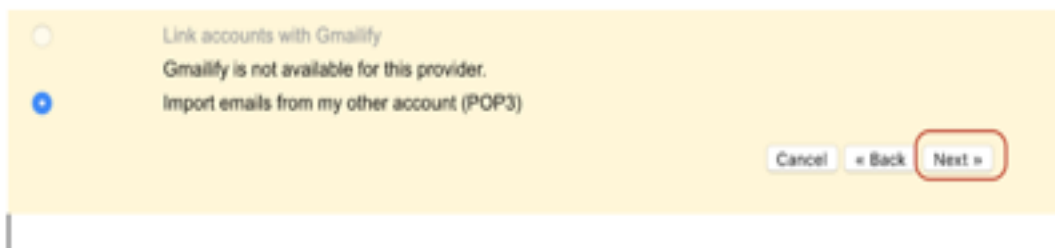
4. Click on “Add a mail account”.



5. Input your email address and select “Next”.



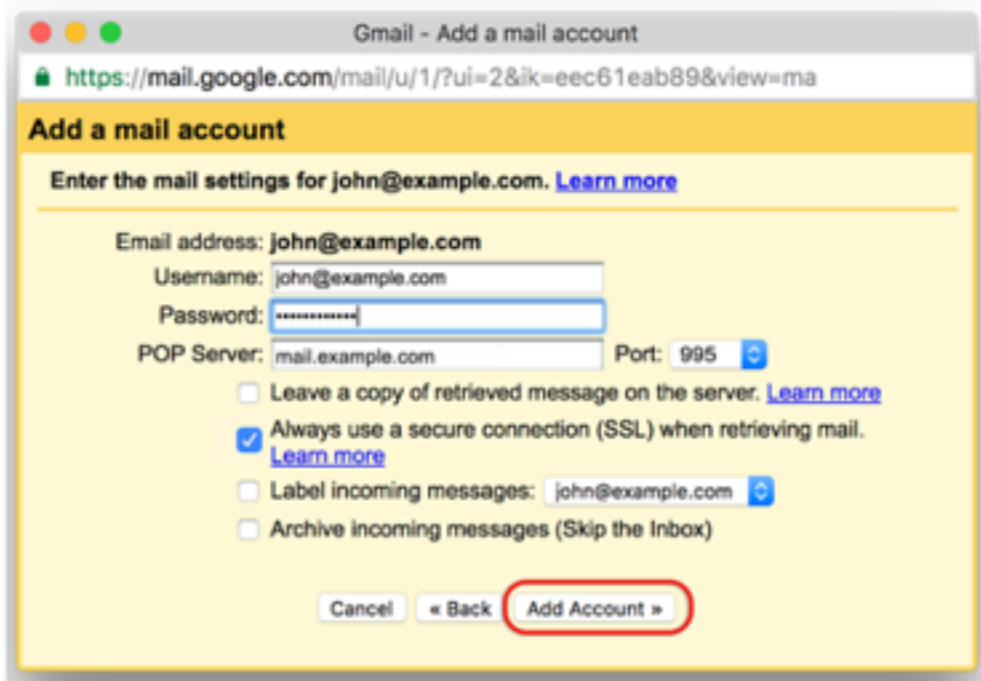
6. Choose the second option and proceed with "Next."



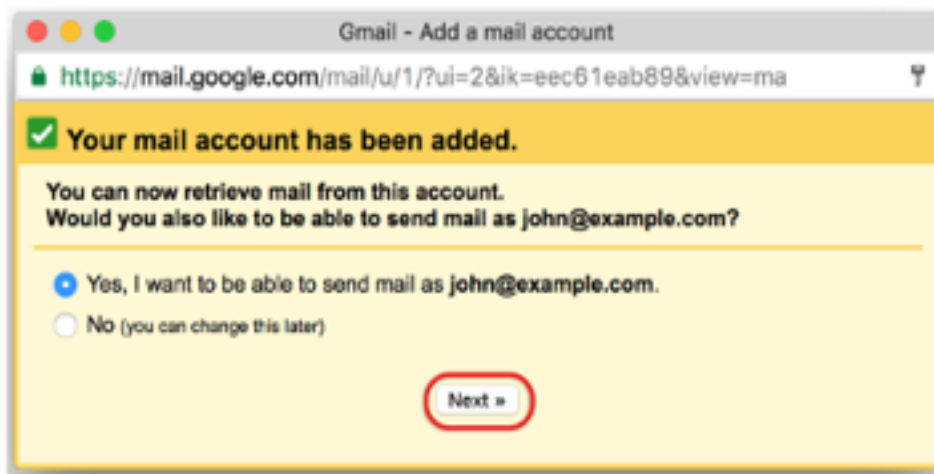
7. While Gmail automatically adds certain settings, verify that:

- The Username is your full email address.
- The Password is included.
- The POP Server includes "mail." before the domain name, such as mail.my-domain.com.
- Port is set to 995.
- Ensure that a secure connection (SSL) is always enabled.

8. Click on Add account.

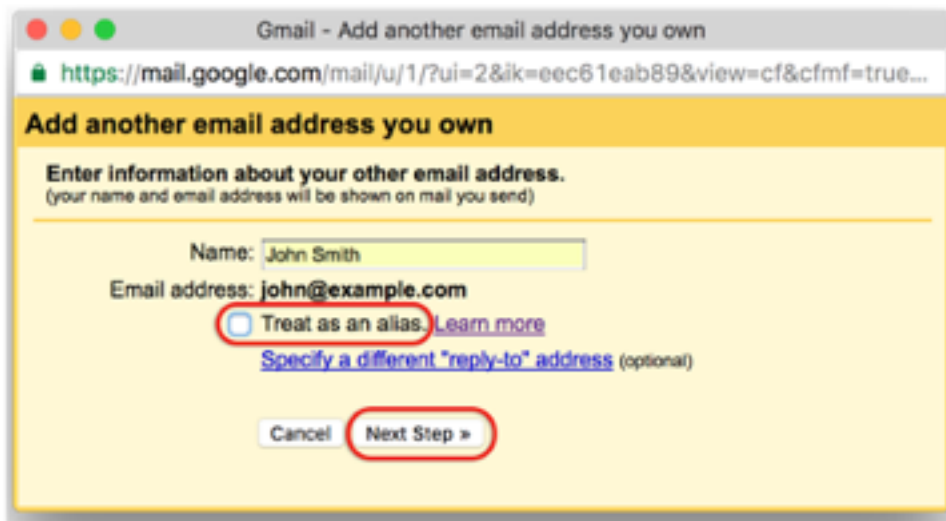


9. Your account is now configured to receive your domain email. However, you can proceed to set up the account for sending emails from your domain. Choose “Yes” and proceed to the next step.

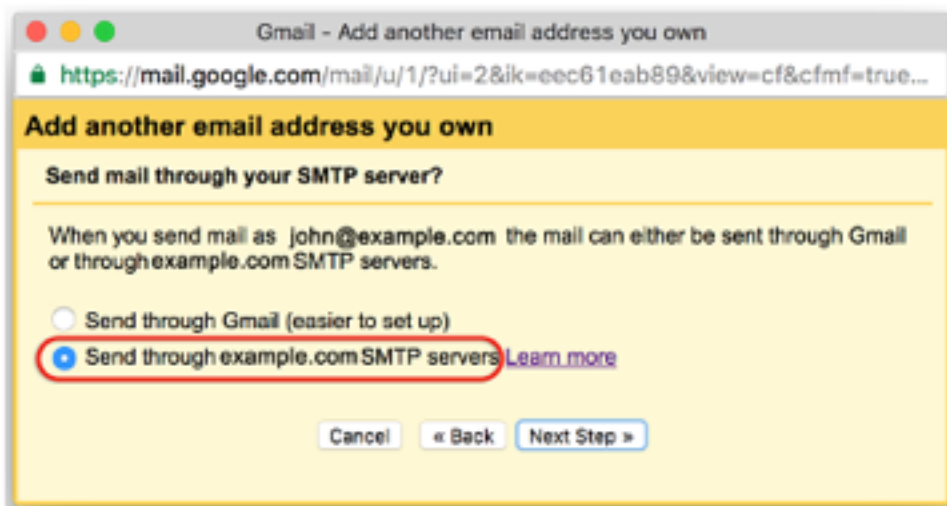


10. Uncheck "Treat as an alias."

11. Proceed with "Next Step."



12. Choose the second option to send mail through your SMTP server. While the default option is to use Gmail SMTP servers, it's not recommended due to potential blacklisting and mail delivery issues.



13. When prompted SMTP details, ensure the following:
- The SMTP Server includes "smtp." before the domain name, such as smtp.my-domain.com.
  - The Username should be the complete email address.
  - Include the Password as required.

14. Click on “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 verify the credentials and display a dialogue box with further instructions.

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. Access your email and follow the link provided in the confirmation



email.

17. Note: In some cases, using "mail.domain" and "smtp.domain" may not work. In such instances, you may need to use the server name instead. (contact us for your server name)

18. Confirmation: Your domain email is now successfully configured to be accessed through Gmail.