

Set up your Business Email server to sync with your Gmail Account

Perhaps you don't want to be checking multiple accounts, and missing important messages because you can't organise all your email in one place.

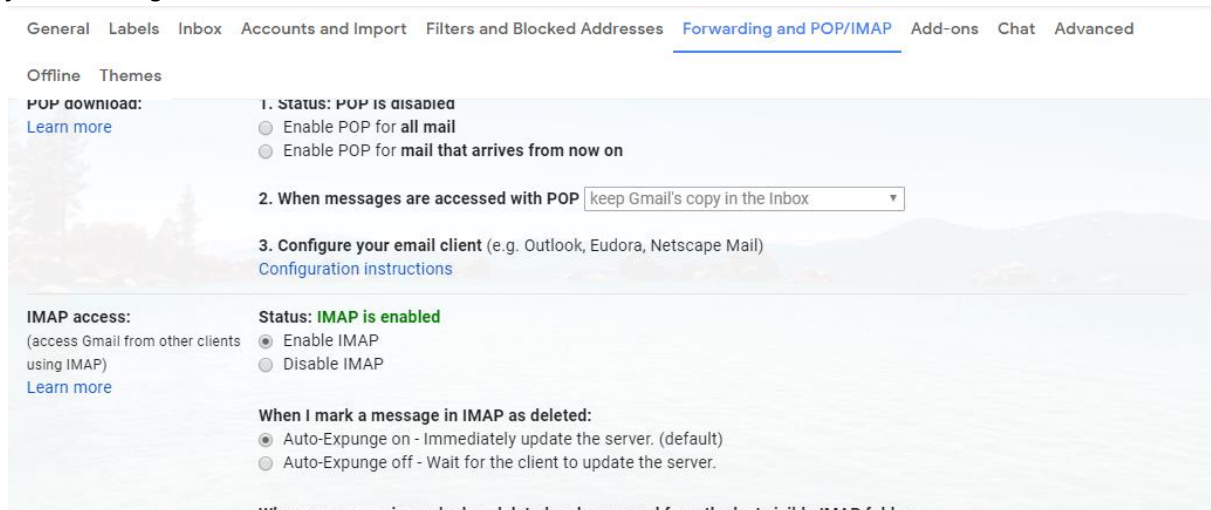
There are quite a few steps, but the process is straight forward.

Before beginning - Be logged in to your Gmail account, and if you like have a tab open at your business email you want to sync. Make sure you know the passwords for both accounts and as always double check the email addresses.

1. Let Email know about your new Email

In your GMAIL dashboard – go to the gear Icon, and scroll down to where it says Settings

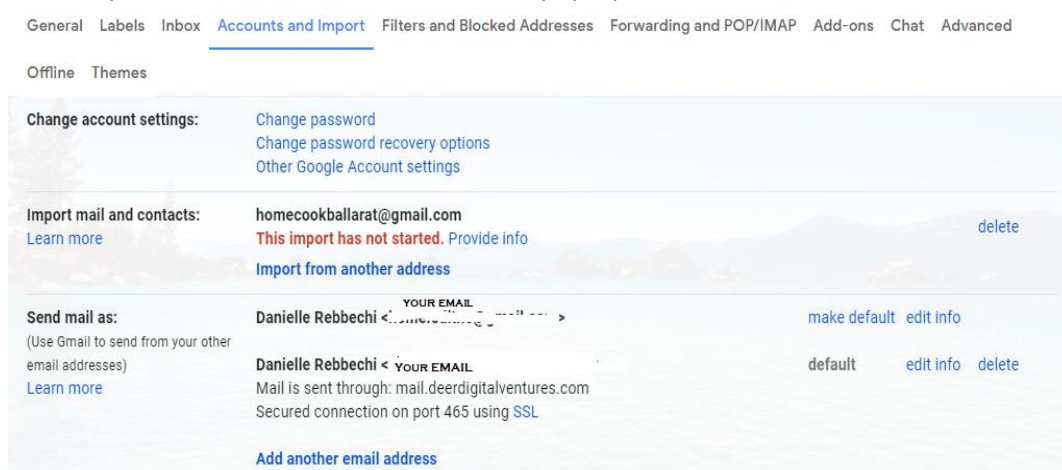
- Click on Settings
- Search along the header menu to find the tab Forwarding and POP/IMAP
- Scroll down to where it says IMAP access
- Click on the enable button so that the blue dot populates showing it is enabled.
- Leave everything else on this page just as it is
- Save changes



2.Import your business Email into Gmail to Send Email from your business email

Go back to the main Gmail window

- From the right-hand side drop down menu select *Settings* again
- Right click on *Settings*
- From the header of the settings page, select *Accounts and Import*
- Scroll down the *Accounts and Import* page to find the setting *Send Mail As*
- Find the button – *Add an Email address*
- Click on the button
- Fill in your name and email address in the pop-up box



- The box 'treat as an alias' must be checked (this is usually automatic)
- A box headed *SMTP server* will pop up

- k. Fill in the STMP server box with mail.[your URL] eg. Mail.pierventures.com.au
 - k. Change the port setting on the right to 465.
 - l. your username will be your email address
 - m. Enter your password – The same one you used to setup your email in DBL.
 - n. Hit '*Add Account*'
 - o. you will automatically find yourself at the account verification box
 - p. Go back to Your business email server, and click on the left-hand menu, scroll down and click on "Emails"
 - q. When your email appears, click on the gear icon to the left of the email address
- You can skip steps marked r and s if you are already logged into Webmail Access
- r. Go to access webmail
 - s. login with your email and password as before
 - t. Click on one of the email server apps inside email access
 - u. If there is no email in the inbox, wait a while, click on the refresh icon, and wait for Gmail to send through your confirmation email.
 - v. When the email arrives it contains a link to confirm to Gmail that you wish to move forward with this set up.
 - up. Click on the link in the email.
 - w. You will be taken to a page in Gmail to confirm that you want to send email as the email address you have entered – for example – Danielle@pokerface.com (haha). Click *Confirm*.
- You should see a blue bar with the words *Confirmation Success* at the top of the page
- x. Go back to your Gmail account and click on your *Inbox*
 - y. Click *Compose*
 - z. In the *From* field you will now see your email that you've added to Gmail in the drop-down list. When you want to send from your business email, select your business email address in the *From* field.

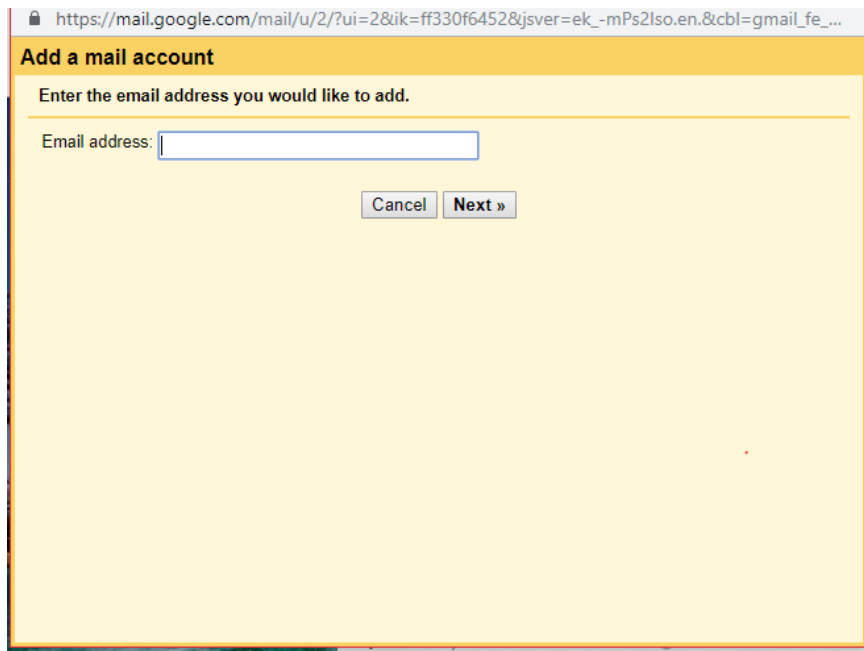
3. Make your business Email the Default

Click settings in your Gmail window

- a. Select the 'Accounts and Import' Tab
- b. Scroll down to *Send Mail As*
- c. On the left is a blue link – *Make Default*, click on *Make Default*.
- d. Test this by returning to your Gmail and clicking on *Compose*.
- e. When the email window pops up the *From* field is automatically populated with your business email.

4. Import your Email into Gmail so you can Receive Mail sent to your business email.

- a. Go to the settings page in Gmail – click on the icon on the right-hand side
- b. Select the Accounts and Import tab in the header
- c. Scroll down the page to find *Check Mail from other accounts'*
- d. Click on '*Add Mail Account*'
- e. Put in your email – remember to check it is correct.
- f. A window pops up with the option *Import emails from my other account*. Make sure that option is selected. Leave it, and click *Next*
- g. A window pops up and your email address should be added to the *Username* field



- h. add your password
- i. Pop server settings as shown (mail. Your URL)
- j. Select the option *'Always use a secure connection'*
- k. It is optional to select *'Label incoming messages'*
(*there are other options but it's up to you to assess if they are important/ desirable in your situation*)
- l. Change the **Port** setting to **995** (not 110)
- m. The window should look like this (with your own emails and URLs) before you click – *Add Account*

4.

NOW – Check and test Thoroughly

- a. Choose a completely different email address
- b. Select it, and compose your email **To** that address, and **From** your business address.
- c. To speed things up go to the email account where you expect to receive the mail and select the settings icon on the right.
- d. Select the *Accounts and Import tab*, and scroll down to Check mail from other accounts
- e. On the left you will see a blue *Check Mail Now* link, select that.
- f. In the settings window you should see the phrase 'one email fetched' appear. [this may take a few minutes]
- g. Return to your inbox, and your test email should be there.

Congratulations you have now set up your business email to use it with Gmail

Well Done!