

Email setup: Gmail for IncrediMail

1. Open IncrediMail, click on Tools – Accounts.

<u>T</u> ools	<u>M</u> essage	<u>H</u> elp	
S <u>e</u>	end and Rec	eive	+
Ac Ad	<mark>ldress <u>B</u>ook</mark> . Id Sender to	 Address Book	Ctrl+Shift+B
Se Se	elect <u>N</u> otifier. elect S <u>k</u> in		
<u>J</u> u	nk & Unapp	roved	•
<u>M</u> e Ble	essage Rule ocked <u>S</u> end	s ers	
A <u>o</u> م <mark>0 ¦77</mark>	counts btions		

2. Click on Add

Mail Acc	counts	
Select the accounts Use 'Move Up' and '	you wish to include when receiving mail. 'Move Down' buttons to change the receiving order.	
Account	Email Address	Add
		<u>R</u> emove
		Properties
		Set as <u>D</u> efault
	Move Up Move Down	

Account Wizard		
	Account Settings:	
<u> </u>	To use your new email account, its settings must be configured. These settings are provided to you by your Internet Service Provider (ISP).	
	IncrediMail can automatically configure these settings, or you can configure them manually.	
	Please select:	
	 Automatically configure settings (recommended) 	
	 Let me configure settings myself 	
Cancel	Next >	

3. Click on Let me configure settings myself, then Next

4. Enter your name and email address as per the screen below, click Next

Account Wizard			
	Name and em	ail address	
	Please enter your name, just as you would like it to appear in the emails you send.		
	Your name is:	john	
		For example: Bart Simpson	
	Please enter you address other pe	r email address. Your email address is the ople use to send email messages to you.	
	Your email address:	john@gmail.com	
		For example: paul@isp.com	
Cancel		< Back Next >	

5. Enter **username** and **password** as per the screen below, then click **Finish**

Account Wizard			
	User Name and Password Please enter the Username and Password as provided by your Internet Service Provider (ISP)		
	Username:	john@gmail.com	0
	Password:	If your email address is "barts@yourisp.c your user name is probably barts.	com",
		******	0
~		Forgot your password? Click here	
Cancel		< Back	Finish

6. Left click on the new Gmail account once, then click Properties

Mail Acco	unts	
Select the accounts yo Use 'Move Up' and 'Mo	u wish to include when receiving mail. we Down' buttons to change the receiving order.	
Account	Email Address	Add
Gmail (default)	john@gmail.com	
		<u>R</u> emove
		Properties
		Set as <u>D</u> efault
1		
	Move Up Move Down	

- 7. Click on the Servers tab, enter the following settings:
 - a. Incoming mail server: pop.gmail.com
 - b. Outgoing mail server: smtp.gmail.com

Tick the box beside My server requires authentication, click on More Settings

Gmail Properties			8
General Servers Advanced			1
	Servers Informatio	n	_
	Incoming mail server:	pop.gmail.com	0
	Outgoing mail server:	smtp.gmail.com	0
e The	Incoming Mail Ser	ver	_
	Username:	john@gmail.com	0
	Password:	*****	0
~		Remember password	
	Log on using <u>S</u> ec	ure Password Authentication	
	Outgoing Mail Ser	ver	
	My server requires	authentication <u>M</u> ore Setting	gs
		ОК	Cancel

8. Make sure Use same settings as my incoming mail server is selected. Click OK

Mail Server	8			
Logon information for server: smtp.gmail.com				
Use same settings as my incoming mail server				
Username:	0			
Password:	0			
Remember password				
Log on using Secure Password Authentication				
OK Can	cel			

9. Click on the Advanced tab, make sure the port settings are as per the following screen capture, then Click OK.

Gmail Properties		8
General Servers Advanced		
	Server Port Numbers Outgoing mail (SMTP): 465 Image: This server requires a secure connection (SSL) Incoming mail (POP3): 995 Image: This server requires a secure connection (SSL) Image: This server requires a secure connection (SSL) Image: Defaults Image: Delivery Image: Leave a copy of messages on server Image: Remove from server after Image: Delivery Image: Remove from server after Image: Apply the JunkFilter when receiving messages to this account	⊘
	ОК Са	ancel

10. Your Gmail account has been successfully set up!