

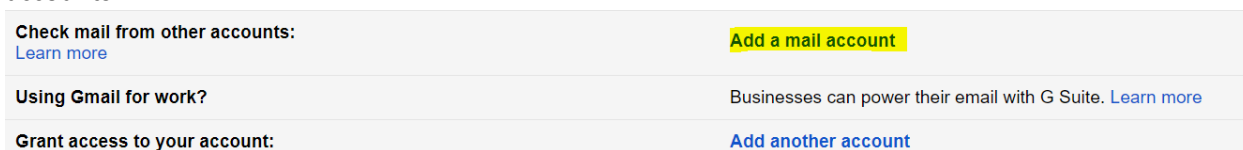
Step-by-Step Instructions

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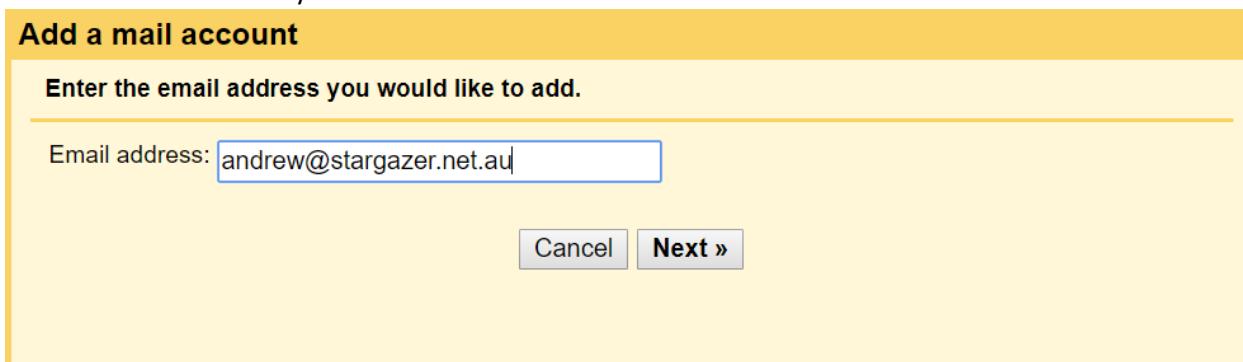


Settings Up Gmail For Retrieving External Email

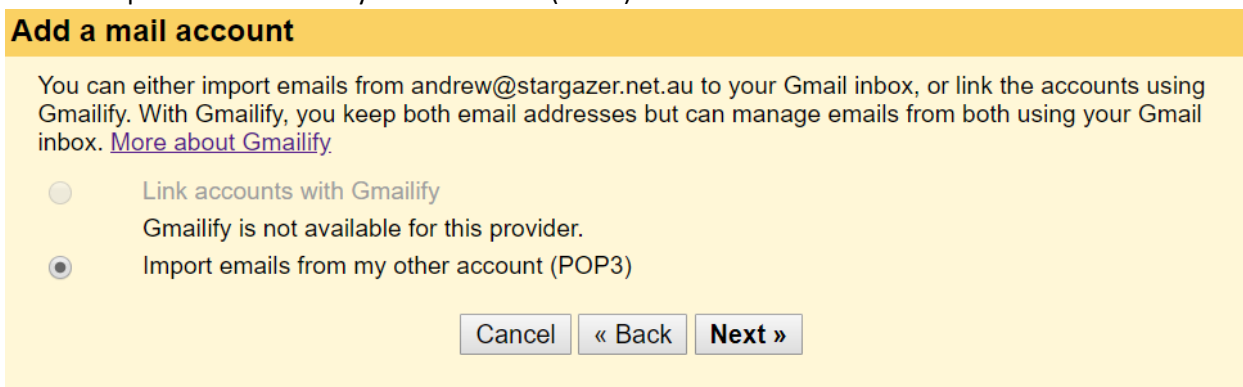
1. Select the “Cog” and then “Settings”.
2. Under “Accounts and Import”, click “Add a mail account” under “Check mail from other accounts”:



3. Enter the email address you want to add:



4. Select “Import emails from my other account (POP3)”:



5. Enter the username (full email address), password (as supplied), the POP server will be mail.yourdomainname.com.au (replace yourdomainname.com.au with your domain name), change the port to 995, tick “Always use a secure connection (SSL) when retrieving mail”, and (optionally) tick the “Label incoming messages” if you don’t want the emails mixed up with your main inbox – this will separate them out into another folder.

Edit mail account

Enter the mail settings for **andrew@stargazer.net.au**. [Learn more](#)

Email address: **andrew@stargazer.net.au**

Username:

Password:

POP Server: Port:

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:

Archive incoming messages (Skip the Inbox)

- Click "Save Changes" and the account will be added. Gmail will shortly start downloading emails from the email account.
- If you want to be able to send emails as this address, there's an additional step. Under "Accounts and Import" click "Add another email address" under "Send mail as":

Send mail as:
(Use Gmail to send from your other email addresses)
[Learn more](#)

[Add another email address](#)

When replying to a message:
 Reply from the same address the message was sent to

- Enter the name and email address you want to send as:

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)

- Enter the SMTP server which will be mail.yourdomainname.com.au (replace yourdomainname.com.au with your domain name), make sure the port is set to 587, enter the username (full email address), password (as supplied), and select the "Secured connection using TLS (recommended)" option.

Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through stargazer.net.au SMTP servers [Learn more](#)

SMTP Server: Port:

Username:

Password:

- Secured connection using [TLS \(recommended\)](#)
- Secured connection using [SSL](#)

After adding the email address, you may need to complete a simple verification process where Gmail sends an email and you have to put the code in – just follow the instru