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HostPapa Knowledge Base

Here you'll be able to follow clear walkthrough guides to help you get the most out of your website and hosting experience. If there's anything we can do to help, let us know!



How to import your domain email account into your Gmail account

Created [July 8, 2019](#) | Category [Google Workspace](#)

If you are a Gmail user, you can import domain email account to your Gmail inbox. You can use Gmail's Mail Fetcher feature to do this. This way, emails sent to your domain email will show up in your Gmail mailbox.

Follow the steps below.

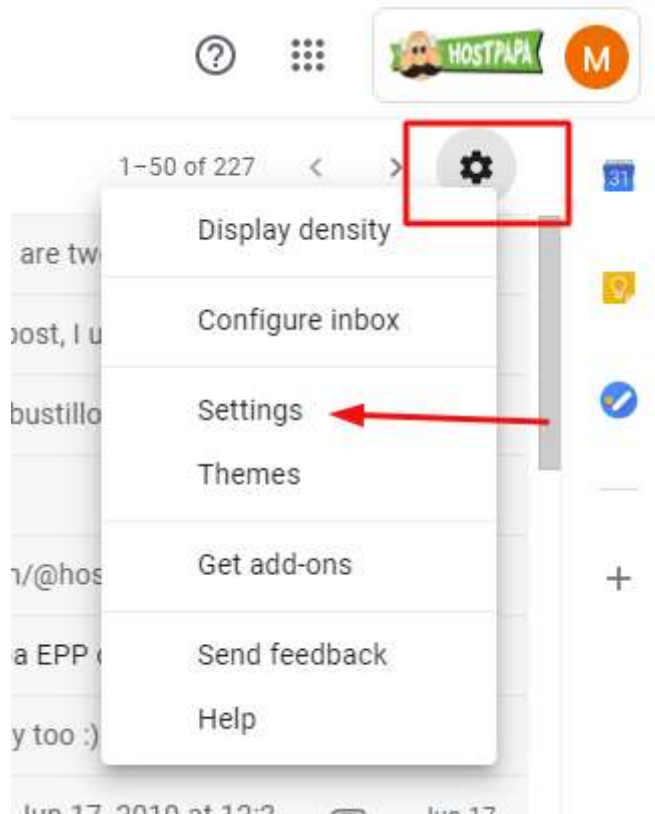
Before you start, make sure you got these things in place:

- Domain name
- Domain email address
- Email client configuration settings. [You can find all the settings information here.](#)
- Gmail account. If you don't have one, you can create it at <https://accounts.google.com/signup>

Steps:

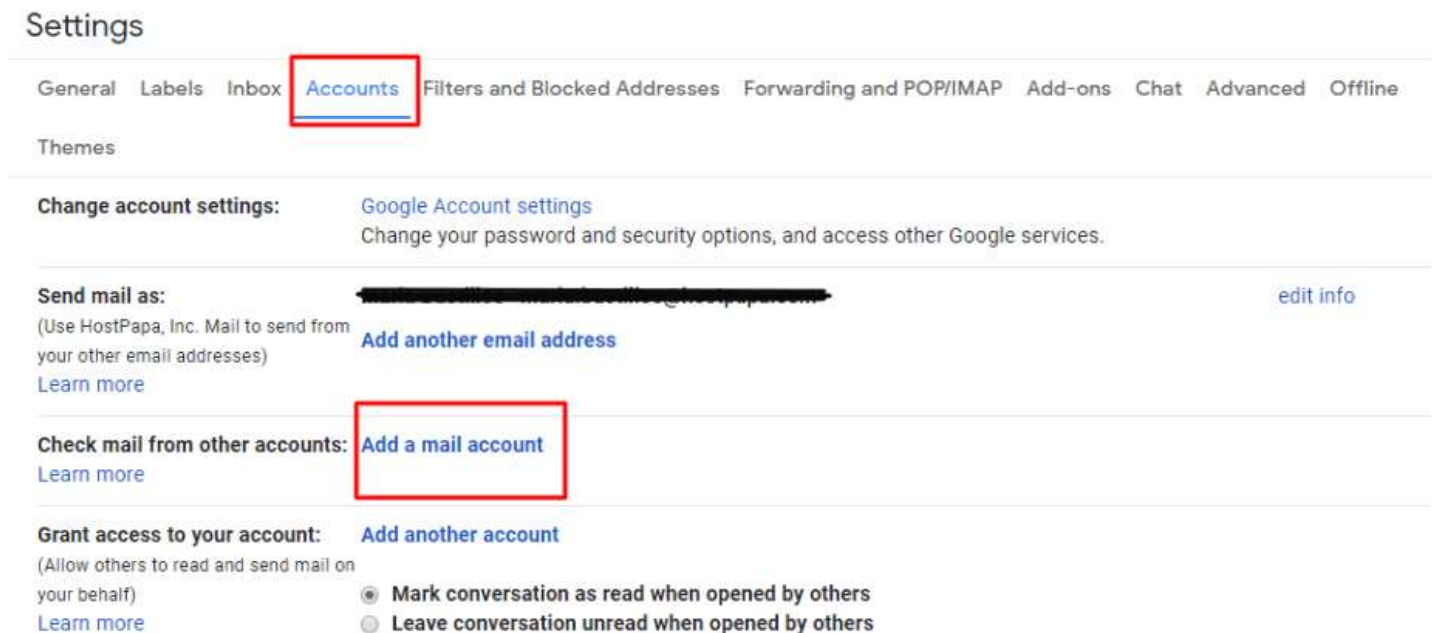
1. Log in to your Gmail account.
2. In the top right corner, click the **Settings** cog icon.

3. A drop-down menu will appear. Select **Settings**.

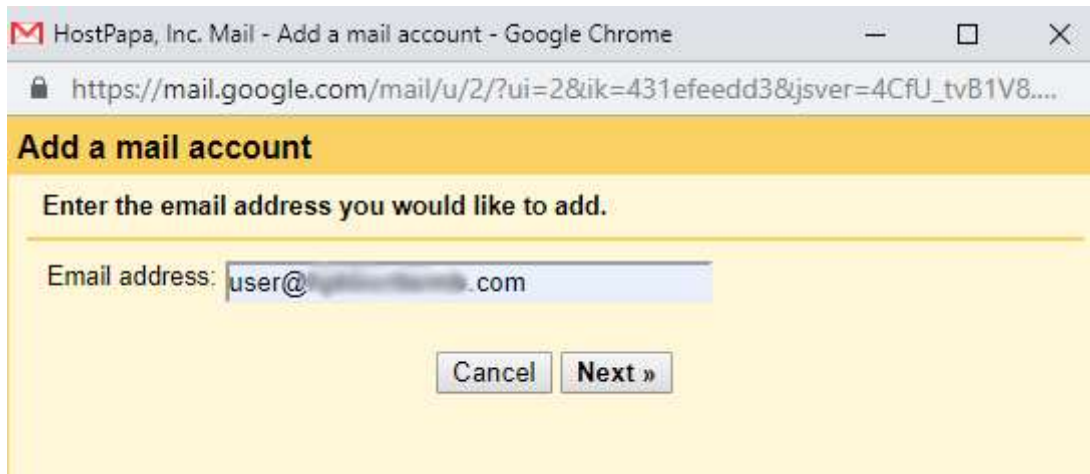


4. Go to **Accounts** tab.

5. Click **Add a mail account** in the **Check mail from other accounts** section.



6. Enter your domain email address.



HostPapa, Inc. Mail - Add a mail account - Google Chrome

https://mail.google.com/mail/u/2/?ui=2&ik=431efeedd3&jsver=4CfU_tvB1V8...

Add a mail account

Enter the email address you would like to add.

Email address: user@[redacted].com

Cancel Next »

7. Click **Next Step**.

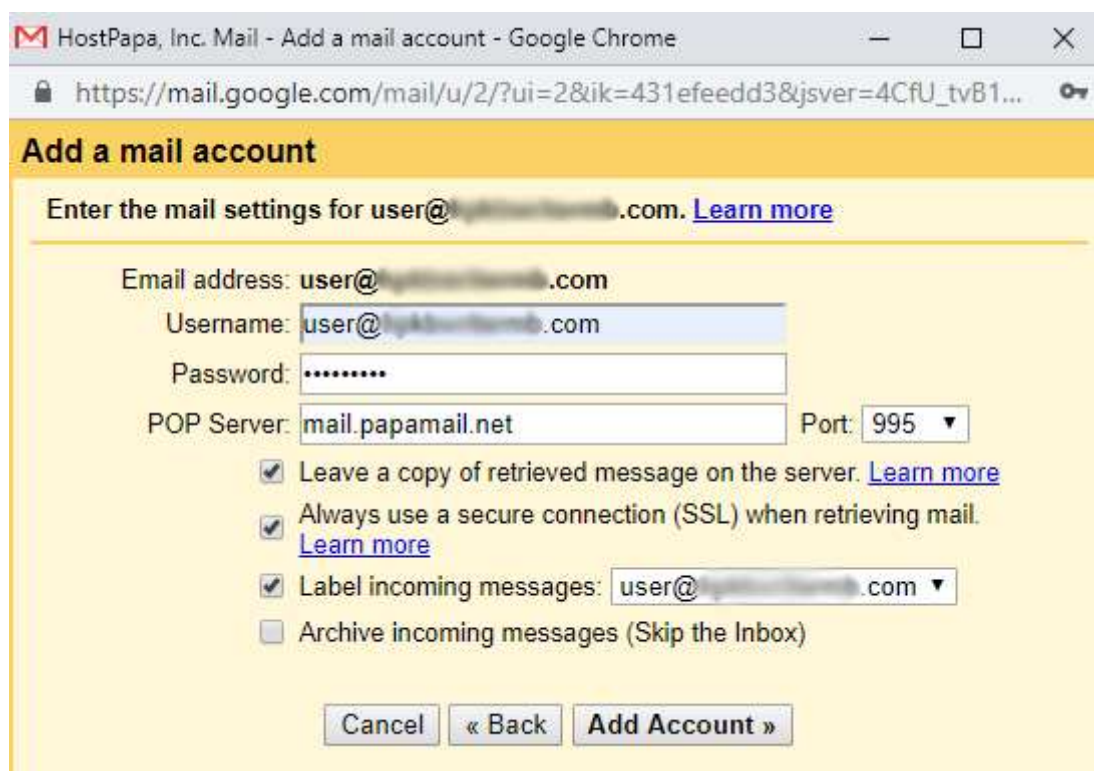
8. Enter the username of the account. The username is the full email address.

9. Enter the password of your email account.

10 Enter the account POP server information. You can obtain the POP server information from the [POP3 settings section here](#).

Make sure you enter the correct mail server and port information. When using the Secure SSL/TLS settings, select Port 995 from the drop-down.

When using Non-SSL settings, select Port 110 from the Port drop-down.



HostPapa, Inc. Mail - Add a mail account - Google Chrome

https://mail.google.com/mail/u/2/?ui=2&ik=431efeedd3&jsver=4CfU_tvB1...

Add a mail account

Enter the mail settings for user@[redacted].com. [Learn more](#)

Email address: user@[redacted].com

Username: user@[redacted].com

Password:

POP Server: mail.papamail.net 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: user@[redacted].com ▼

☐ Archive incoming messages (Skip the Inbox)

Cancel « Back Add Account »

11. Choose from the options:

- **Leave a copy of the retrieved message on the server**

Check this box if you are accessing your emails on another email client, or another device. If you deselect this option, the emails in your domain email account will be deleted, and you can only access them through Gmail.

- **Always use a secure connection (SSL) when retrieving mail**

Check this box if you are using Secure SSL/TLS settings. Uncheck this box if you are using Non-SSL settings.

- **Label incoming messages**

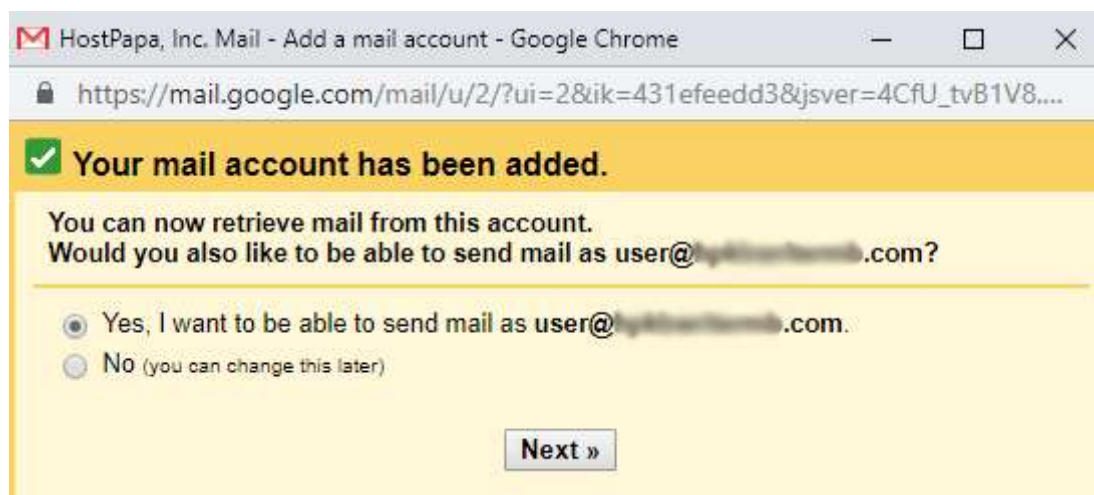
Check this box if you have more than one account set up in Gmail. Doing this makes it easy to track the emails.

- **Archive incoming messages**

Leave this box unchecked if you don't want all emails from your domain email account to be auto-archived.

12. Check that all your settings are correct and click **Add Account**.

13. After your domain email account is imported, you will be asked an option to be able to send mail as this address. Clicking Yes will let you compose email messages in Gmail but send it as the domain email account.



14. Enter your name and click **Next Step**.

HostPapa, Inc. Mail - Add another email address you own - Google Chr...

https://mail.google.com/mail/u/2/?ui=2&ik=431efeedd3&jsver=4CfU_tvB1V8...

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: HostPapa User

Email address: user@[redacted].com

☒ Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

Cancel Next Step »

15. Enter your SMTP Server information. This is the **Outgoing email setting** [in this article](#). Ensure that you enter the correct mail server name and the correct port number.

When using the Secure SSL/TLS settings, select Port 465 from the Port drop-down.

When using Non-SSL settings, select Port 25 from the Port drop-down.

Don't check the box to use your domain email as an alias. Doing so will send all your emails using your Gmail address.

16. Enter your email address as your username and then your domain email account password.

17. Check the **Secured connection using SSL** option if you are using the Secure SSL/TLS settings.

HostPapa, Inc. Mail - Add another email address you own - Google Chr...

https://mail.google.com/mail/u/2/?ui=2&ik=431efeedd3&jsver=4CfU_tvB1...

Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through hpkbwritermb.com SMTP servers [Learn more](#)

SMTP Server: mail.papamail.net Port: 465 ▼

Username: user@[redacted].com

Password: [redacted]

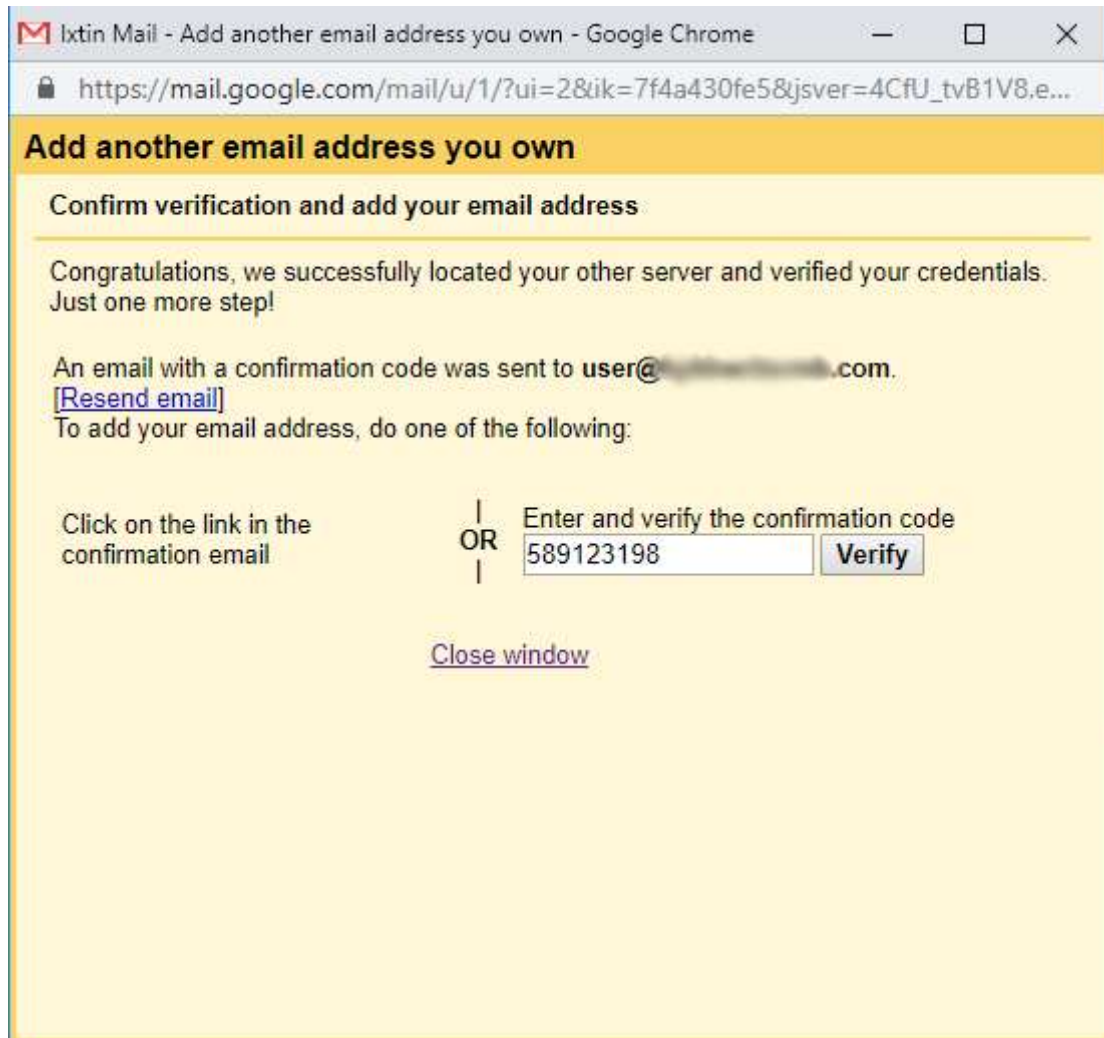
☒ Secured connection using [SSL](#) (recommended)

☐ Secured connection using [TLS](#)

Cancel « Back Add Account »

18. Click **Add Account**.

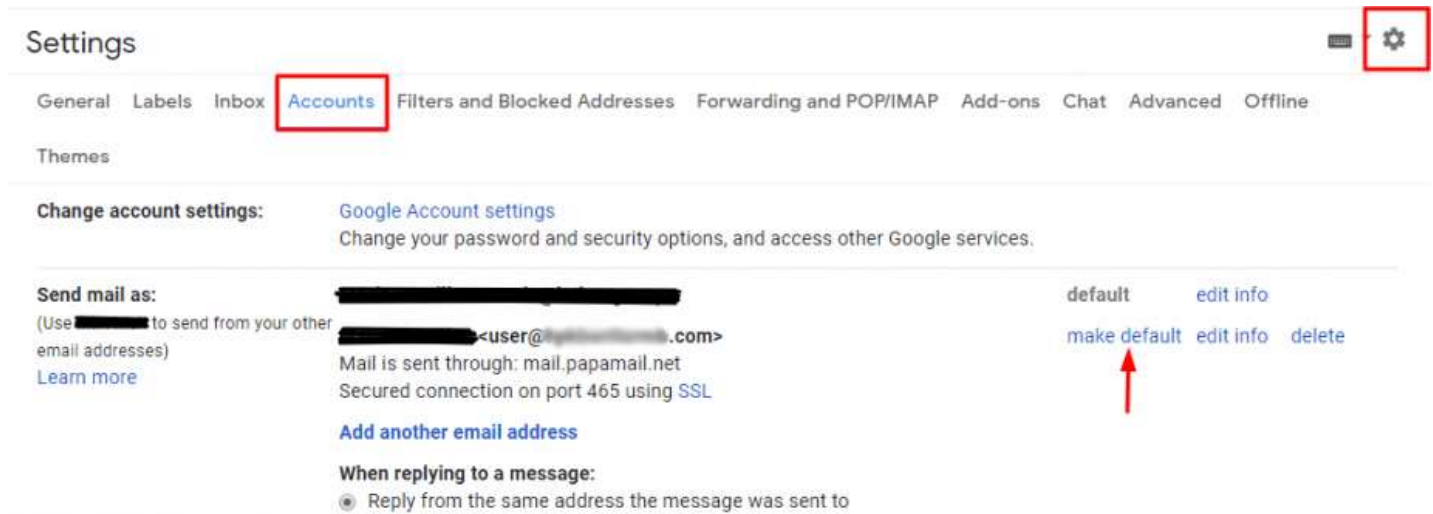
19. Enter the confirmation code that you should have received in your domain email account.



20. Click **Verify**.







After importing your domain email account to Gmail:

1. Go to **Settings** from the cog icon menu in your Gmail.
2. Go to the Accounts tab again.
3. In the **Send Mail As** section, click on the **make default** link next to the domain email address. Doing so results in sending every email via your domain email address by default.



For further questions, or if you need help, please open a support ticket from your HostPapa Dashboard. [Click here to learn how to do it.](#)

Related Articles

-  [How to set up Google Workspace email on your iPhone or iPad using Google Sync \(Exchange\)](#)
-  [How to set up Google Workspace email in Windows 10 Mail](#)
-  [How to set up Google Workspace Email in Apple Mail for Mac](#)
-  [How to set up Google Workspace email in Outlook 2013](#)
-  [How to set up Google Workspace email in Thunderbird](#)
-  [How to set up Google Workspace email in Outlook 2016](#)

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