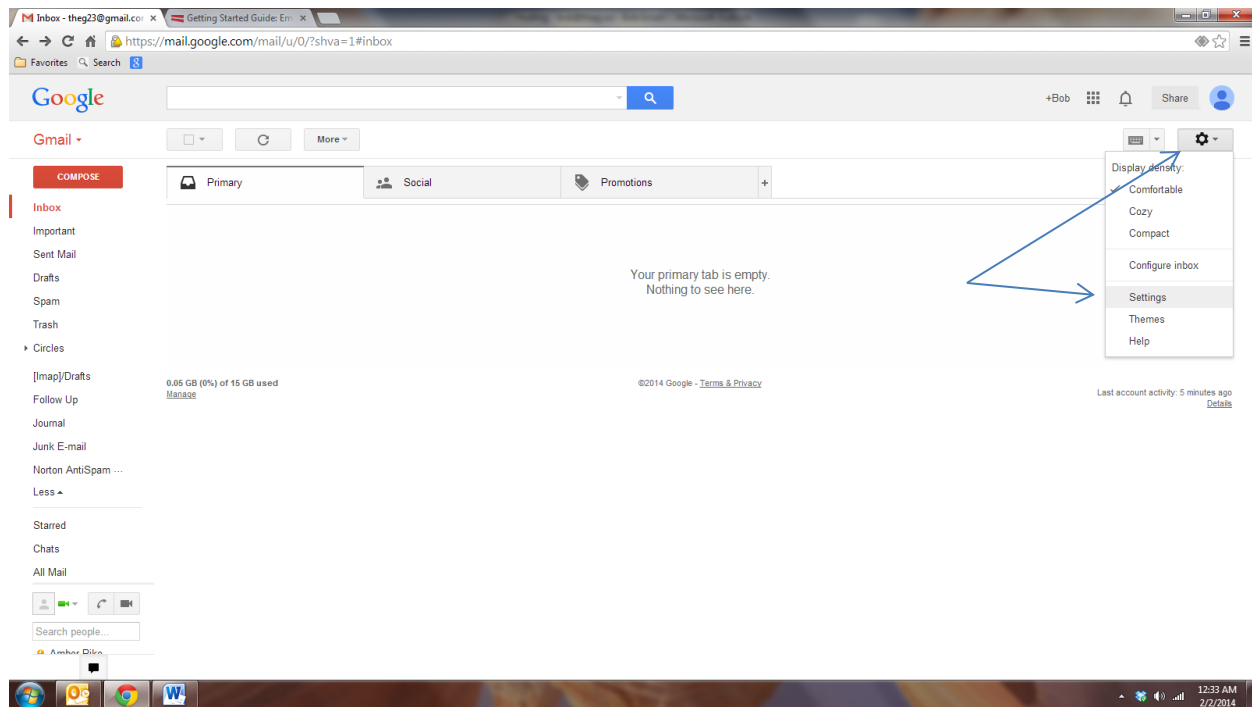


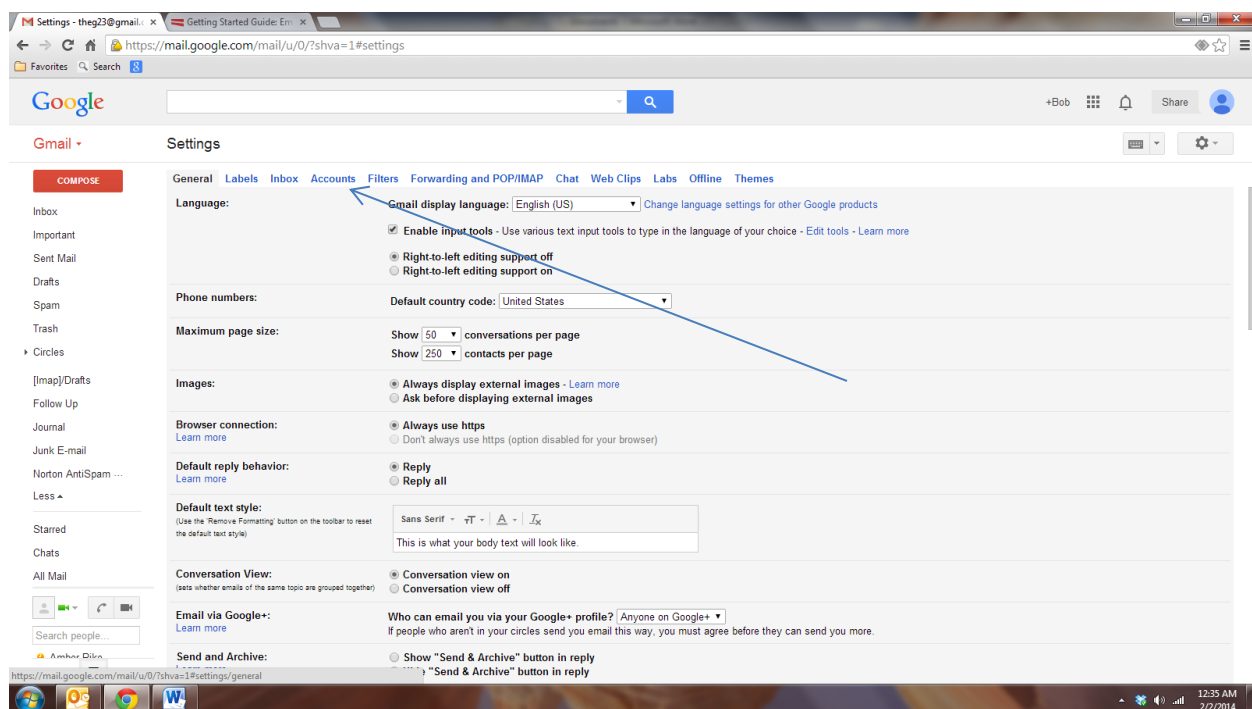
## How to access your new BigFanMail email address from an existing Gmail Account

Step 1: Login to your Gmail Account

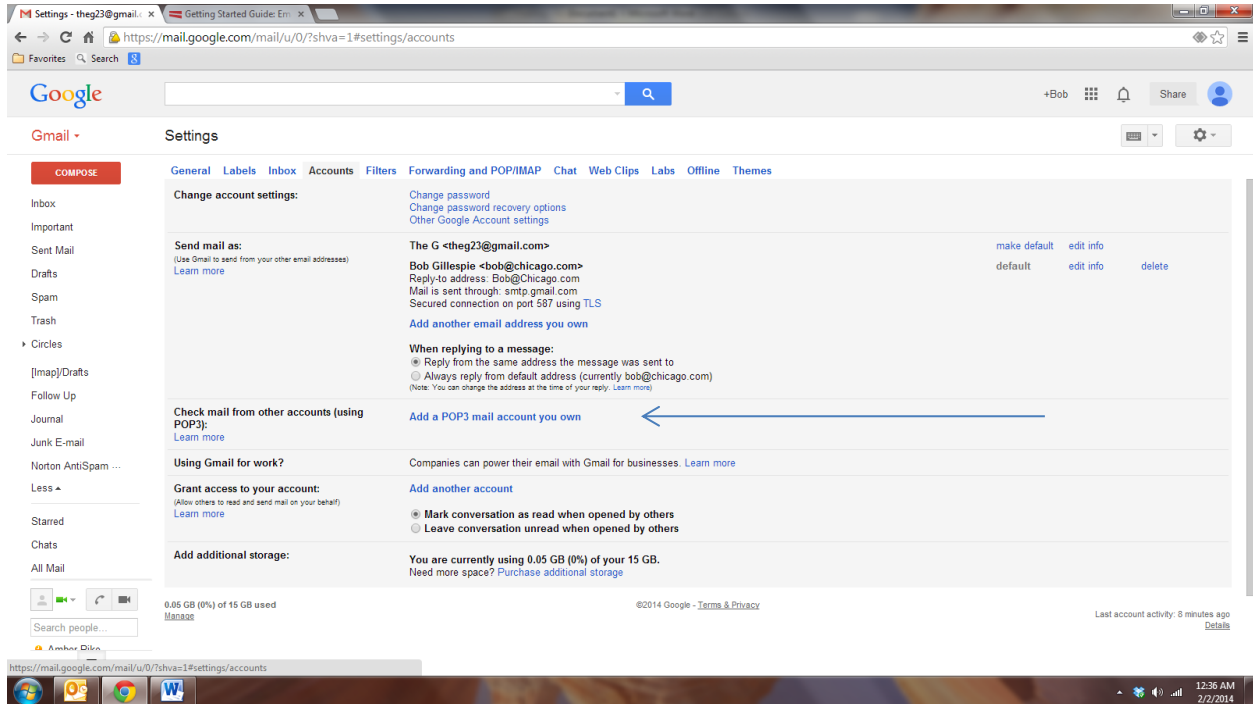
Step 2: Click on settings icon and select "Settings"



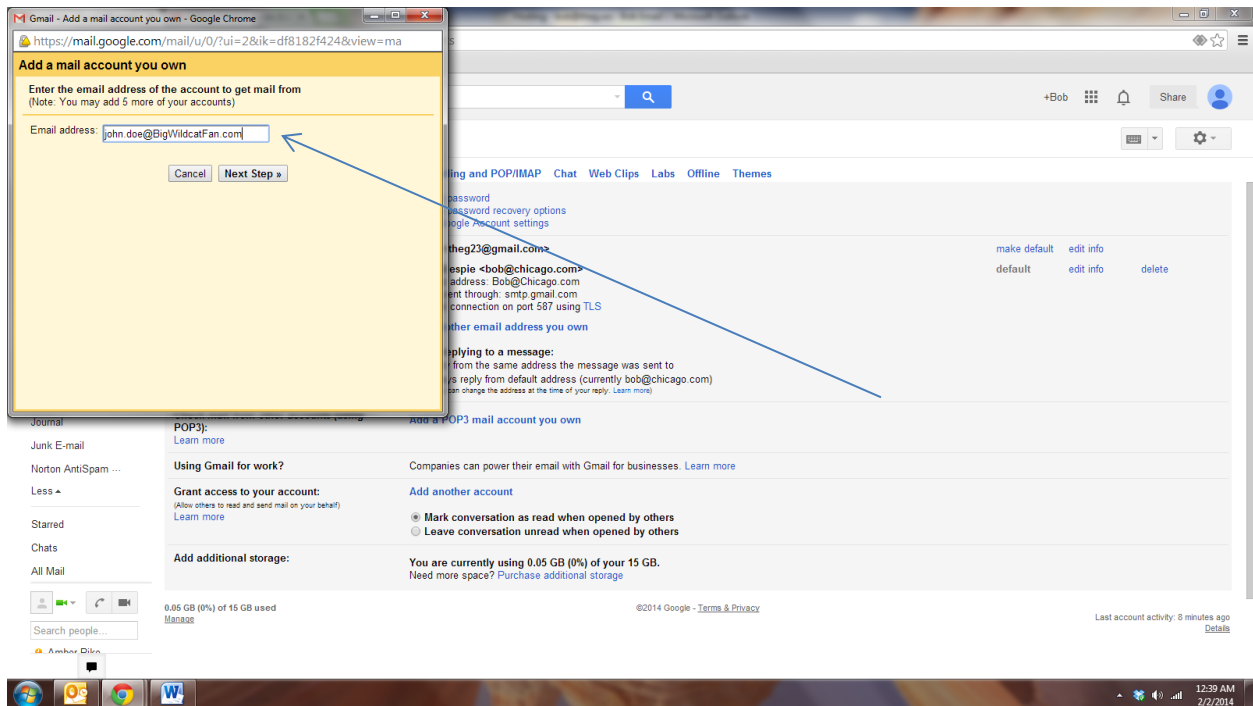
Step 3: Click on the Accounts tab



## Step 4: Click on “Add a POP3 mail account you own”

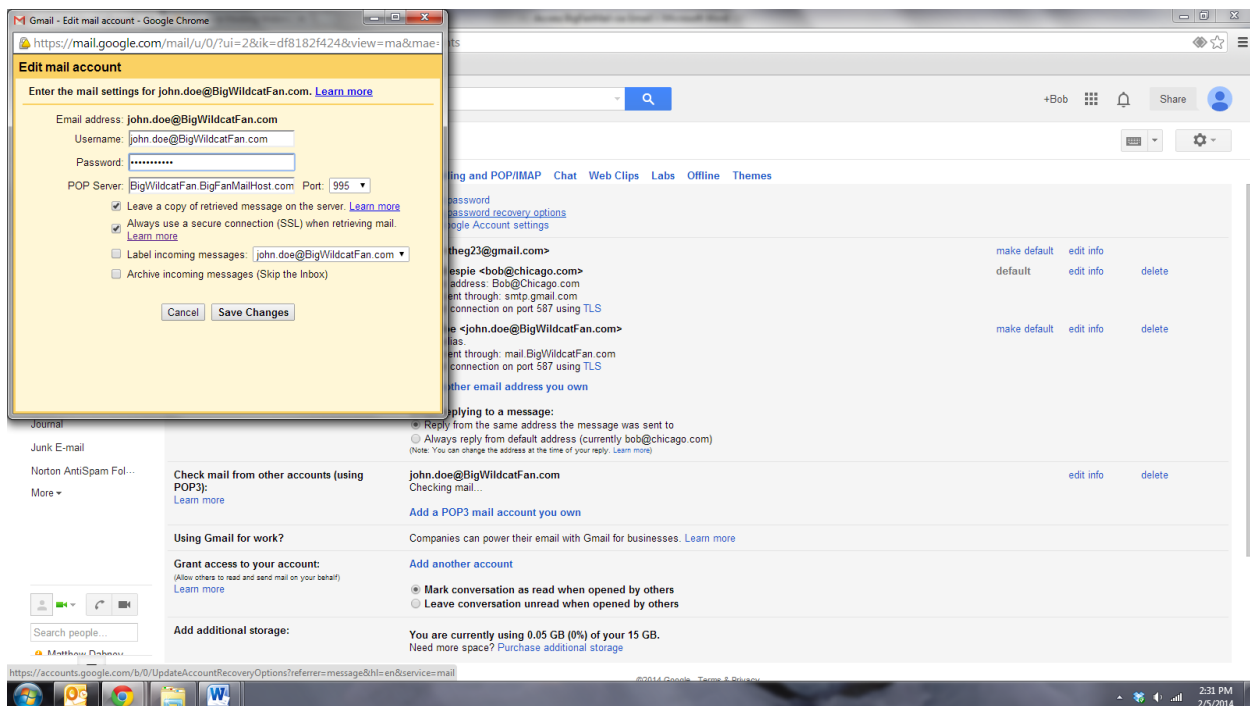


## Step 5: Enter your new BigFanEmail into the email address and click Next Step

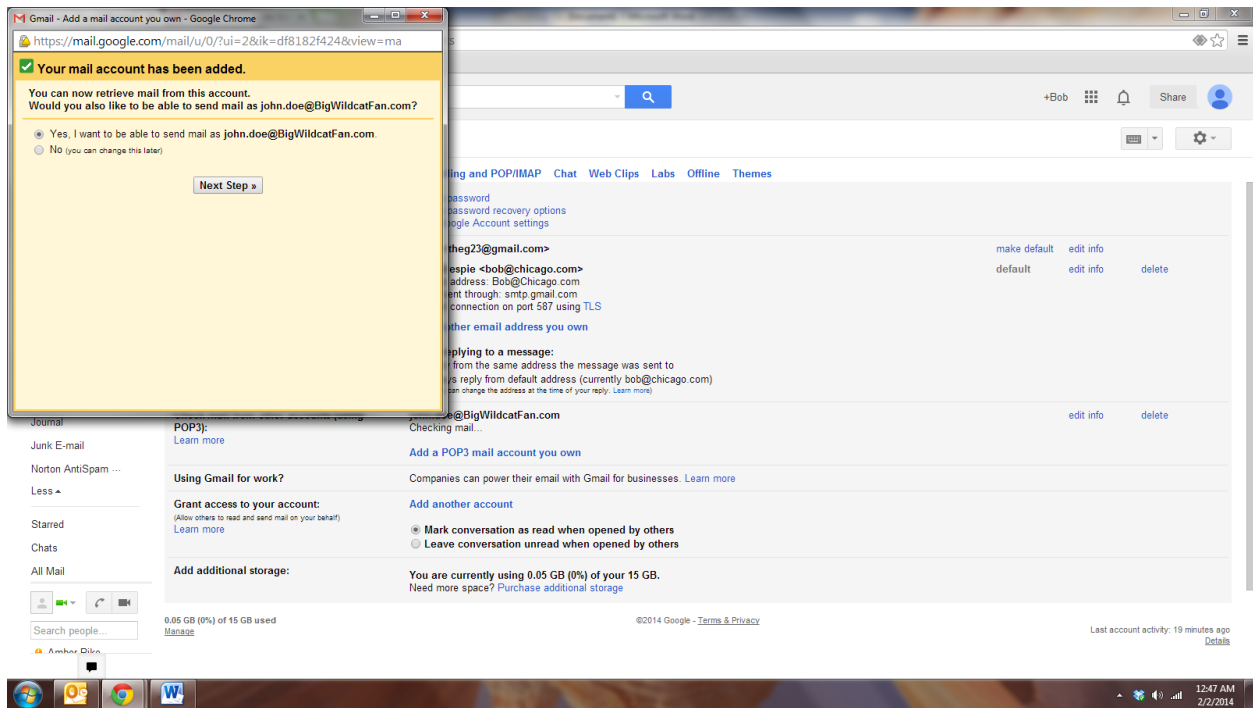


Step 6:

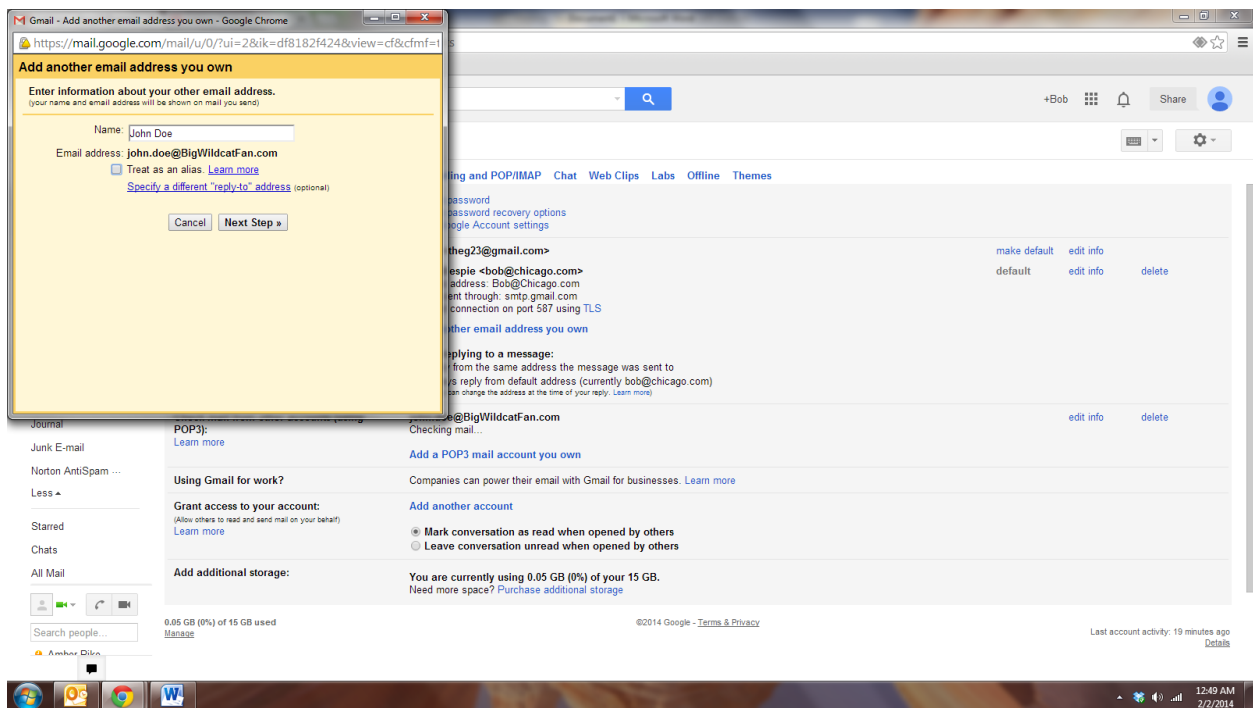
- In the Username field, enter your BigFanMail email address.
- In the Password field, enter the password you created for your BigFanMail address
- In the POP server field, enter YOURDOMAIN.BigFanMailHost.com where “YOURDOMAIN” is the extension on your BigFanMail address (without .com).
  - Example: If your new email address is [John.Doe@BigWildcatFan.com](mailto:John.Doe@BigWildcatFan.com), you would enter BigWildcatFan.BigFanMailHost.com as your POP Server
  - Example: If your new email address is [Jane@BigTideFan.com](mailto:Jane@BigTideFan.com), you would enter BigTideFan.BigFanMailHost.com as your POP Server
- Enter 995 as your Port
- If you want to access your email from other places besides Gmail (a smartphone or webmail, for example), Check “Leave a copy of the retrieved message on the server”
- Check “Always use a secure connection (SSL) when retrieving email”
- Click Add Account (or Save Changes)



Step 7: If you want to also be able to send email from your new BigFanMail email, then check “Yes...” and click next step.

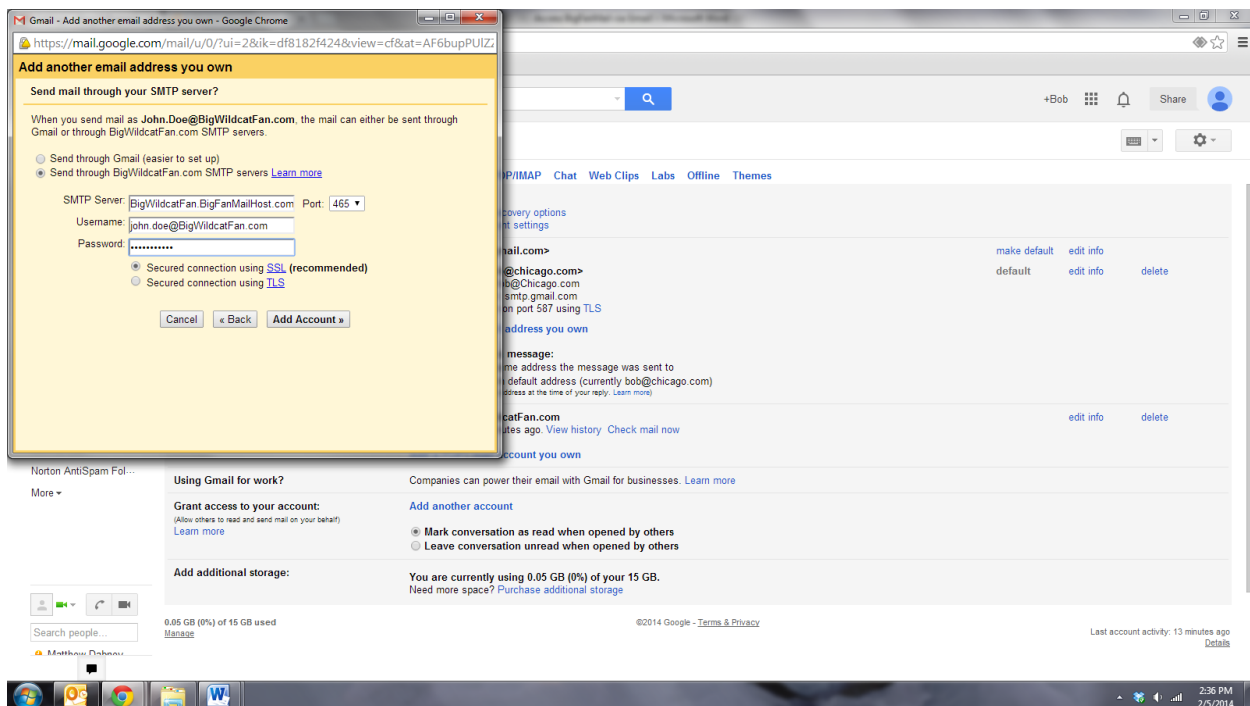


Step 8: Enter the Name you would like to display for this email address and unclick “Treat as an Alias” and click next step



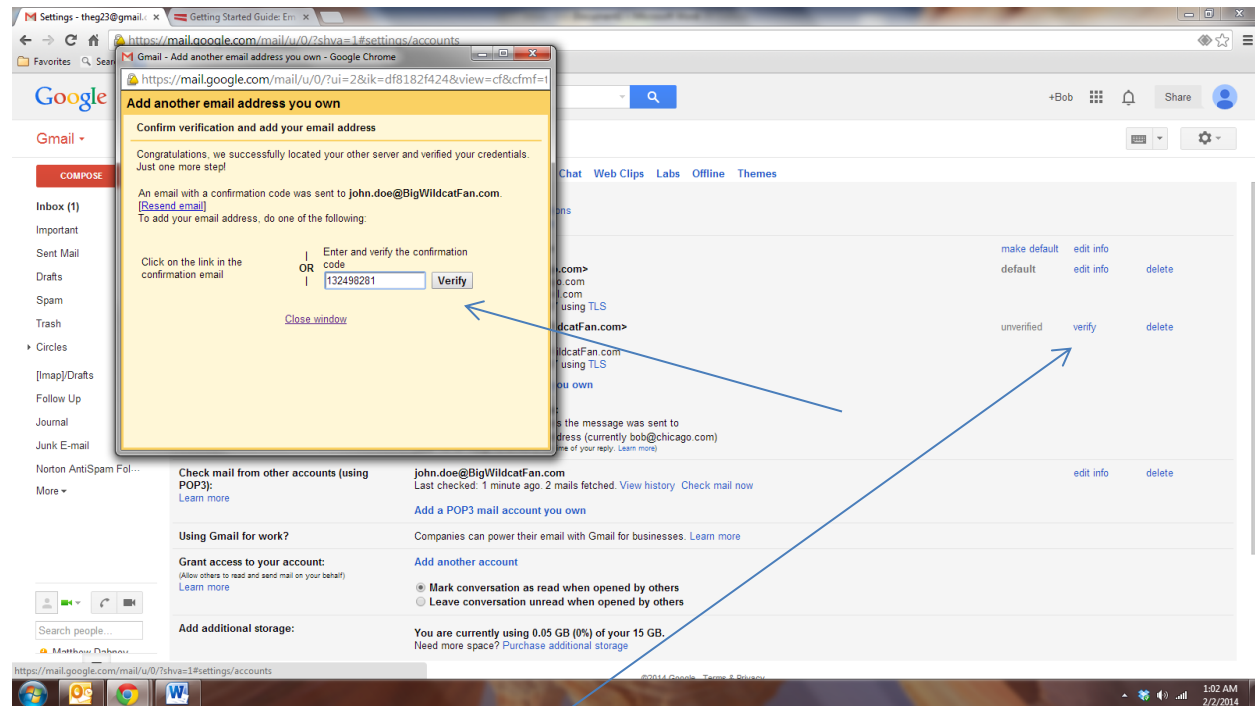
Step 9:

- Select “Send through (yourdomain.com) SMTP servers”
- In the SMTP server field, enter YOURDOMAIN.BigFanMailHost.com where “YOURDOMAIN” is the extension on your BigFanMail address (without .com).
  - Example: If your new email address is [John.Doe@BigWildcatFan.com](mailto:John.Doe@BigWildcatFan.com), you would enter BigWildcatFan.BigFanMailHost.com as your POP Server
  - Example: If your new email address is [Jane@BigTideFan.com](mailto:Jane@BigTideFan.com), you would enter BigTideFan.BigFanMailHost.com as your POP Server
- Enter 465 as the Port
- In the Username, enter your full new BigFanMail email address, [John.Doe@BigWildcatFan.com](mailto:John.Doe@BigWildcatFan.com) for example
- In the Password field, enter the password you created for your BigFanMail address
- Select Secured connection using SSL
- Click Add Account



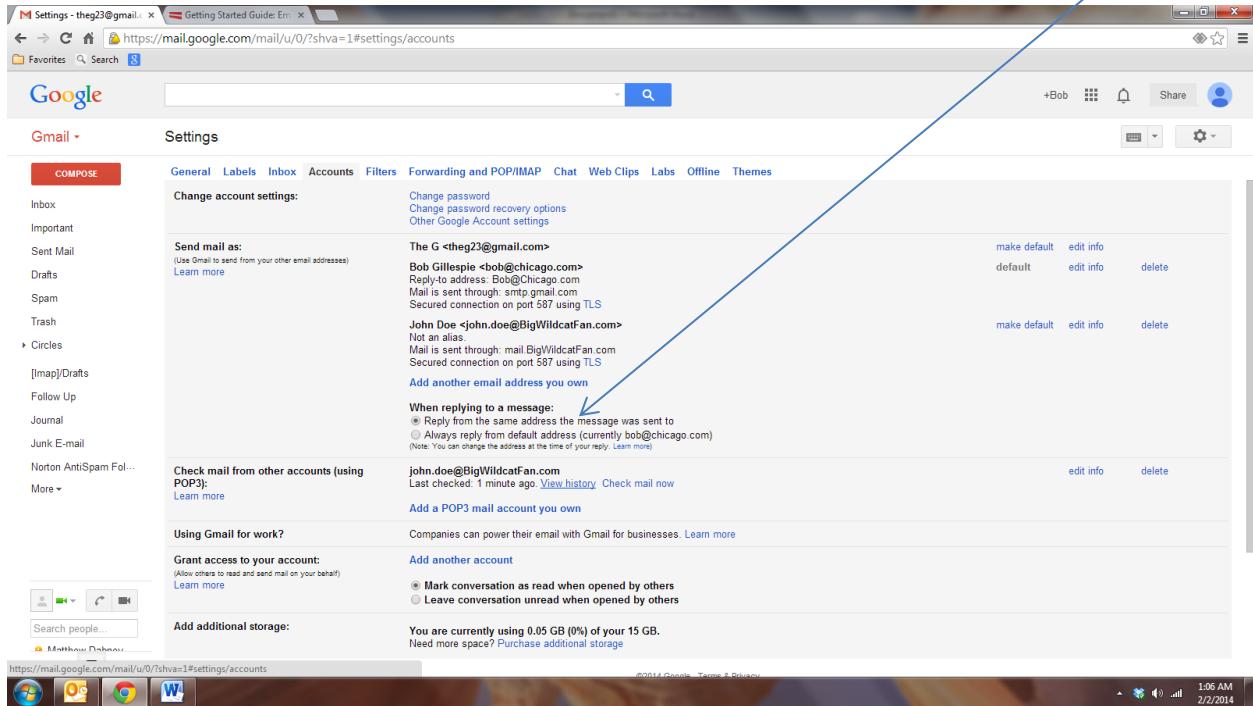
Step 10: You should now receive an email from the Gmail Team (it might take a few minutes). Open this email and copy the confirmation code and enter it into the verification field and click verify.

You may have to access your BigFanMail address via the webmail client to get the verification email. You can access your BigFanMail account via the web by going to our support page and clicking on the Webmail support link.



Alternatively you can verify later by getting your code, returning to the Account tab and clicking verify next to the email address.

Step 11: To reply to emails from the same address the message was sent to, select this option here on the account tab.



That's it! You should now be able to receive email to your new BigFanMail email address to your Gmail mailbox and reply from the address as well.

If you have any issues, please email us at [support@BigFanMail.com](mailto:support@BigFanMail.com).