

A dark blue vertical bar runs down the left side of the page. A blue arrow points to the right from this bar, containing the date 2/10/2022.

2/10/2022

Pote Holdings

Email Guide

For support request, please contact

Email: support@mashcom.co.zw

WhatsApp: [0717 885 477](https://wa.me/0717885477)

Several thin, curved lines in shades of blue and grey sweep upwards from the bottom left corner of the page.

Document by Blessing Mashoko
MASHCOM SOFTWARES
SUPPORT@MASHCOM.CO.ZW

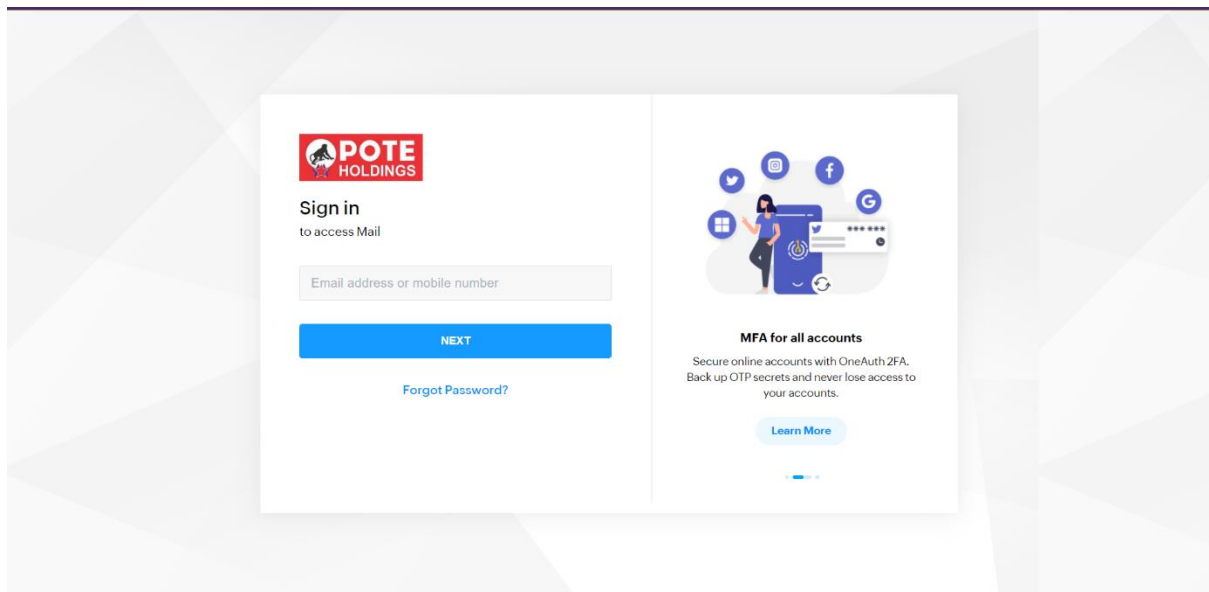
Getting Started

To access your corporate email visit <https://mail.makanakainvestments.com> and enter your email address and password.

If you are accessing the email for the first time, use the password

p@55w0rd1993

On your initial login you will be prompted to change your password.



Important Resources

- Mail Access Link: <https://mail.makanakainvestments.com>
- Getting Started Guide: <https://www.zoho.com/mail/help/getting-started.html>
- Mobile Access: <https://www.zoho.com/mail/ios-android-apps.html>



Forwarding Emails from Gmail

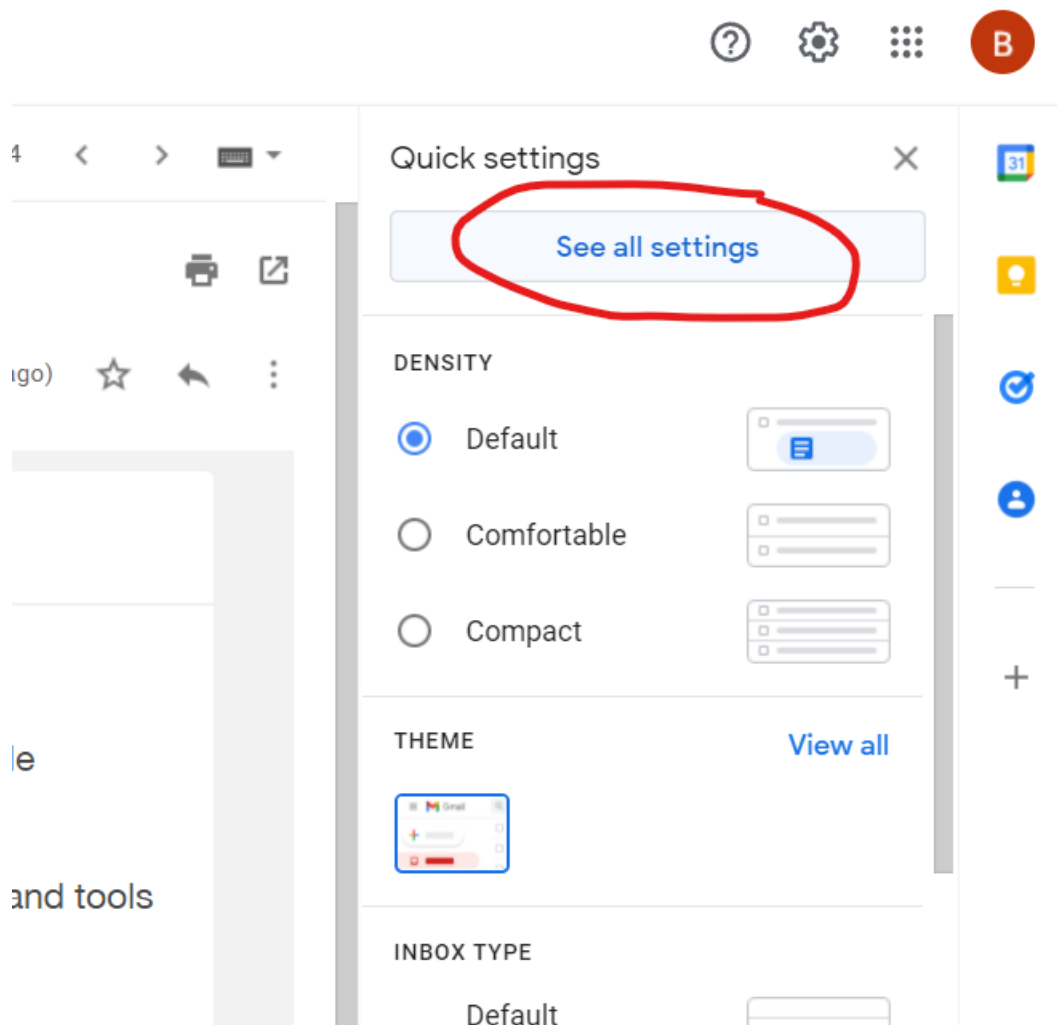
You can choose to forward all of your new messages to another email address, or only forward certain types of messages.

You can automatically forward your messages to another address. You can choose to forward all new messages, or just certain ones.

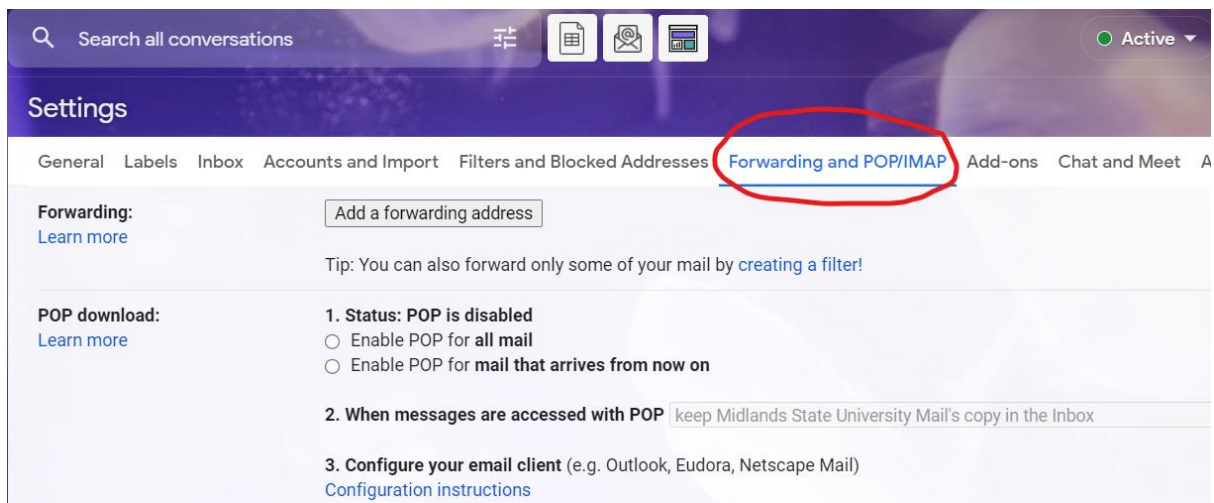
Note: You can only set up forwarding on your computer, and not on the Gmail app.

Turn on automatic forwarding

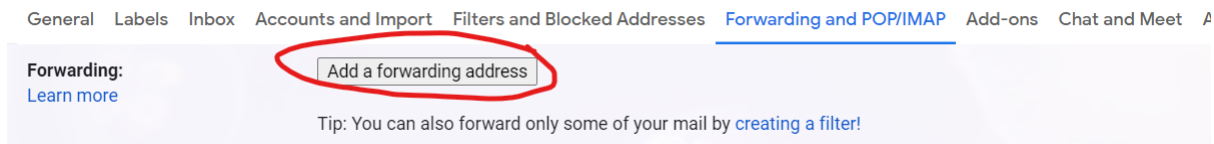
1. On your computer, open [Gmail](#) using the account you want to forward messages from. You can only forward messages for a single Gmail address, and not an email group or alias.
2. In the top right, click Settings ⚙️ > **See all settings.**



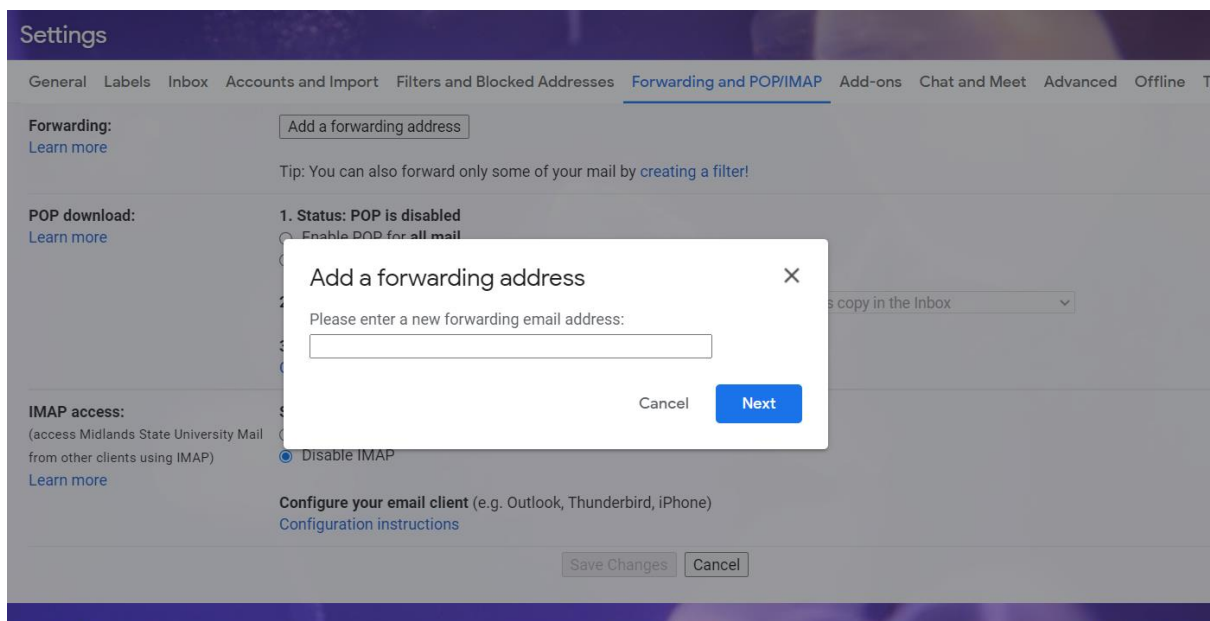
3. Click the **Forwarding and POP/IMAP** tab.



4. In the "Forwarding" section, click **Add a forwarding address**.



5. Enter the email address you want to forward messages to.



6. Click **Next** > **Proceed** > **OK**.

7. A verification message will be sent to that address. Click the verification link in that message.

8. Go back to the settings page for the Gmail account you want to forward messages from, and refresh your browser.

9. Click the **Forwarding and POP/IMAP** tab.

10. In the "Forwarding" section, select **Forward a copy of incoming mail to**.

Settings

General Labels Inbox Accounts and Import Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Chat and Meet Advanced Offline Themes

Forwarding:
[Learn more](#)

☐ Disable forwarding
☒ Forward a copy of incoming mail to and

[Add a forwarding address](#)

Tip: You can also forward only some of your mail by [creating a filter](#)

11. Choose what you want to happen with the Gmail copy of your emails. We recommend Keep Gmail's copy in the Inbox.

12. At the bottom of the page, click **Save Changes**.

Settings

General Labels Inbox Accounts and Import Filters and Blocked Addresses **Forwarding and POP/IMAP** Add-ons Chat and Meet Advanced Offline Themes

[Learn more](#)

☒ Forward a copy of incoming mail to and

[Add a forwarding address](#)

Tip: You can also forward only some of your mail by [creating a filter](#)

POP download:
[Learn more](#)

1. Status: POP is disabled
☐ Enable POP for all mail
☐ Enable POP for mail that arrives from now on

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP access:
(access Gmail from other clients using IMAP)
[Learn more](#)

Status: IMAP is disabled
☐ Enable IMAP
☒ Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

[Save Changes](#) [Cancel](#)

0.86 GB of 15 GB used [Details](#)

Terms · Privacy · Program Policies

Last account activity: 52 minutes ago
[Details](#)