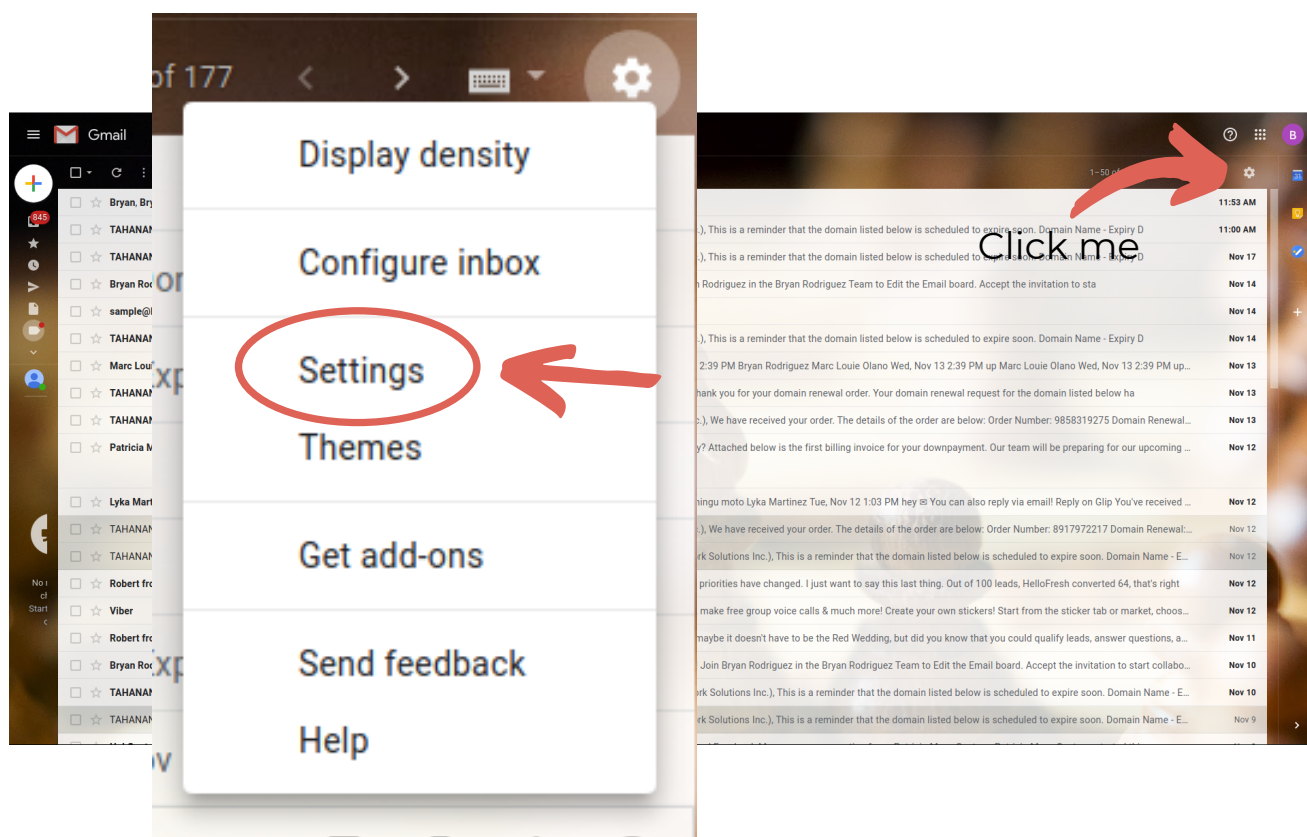


CONFIGURE EMAIL USING GMAIL ACCOUNT

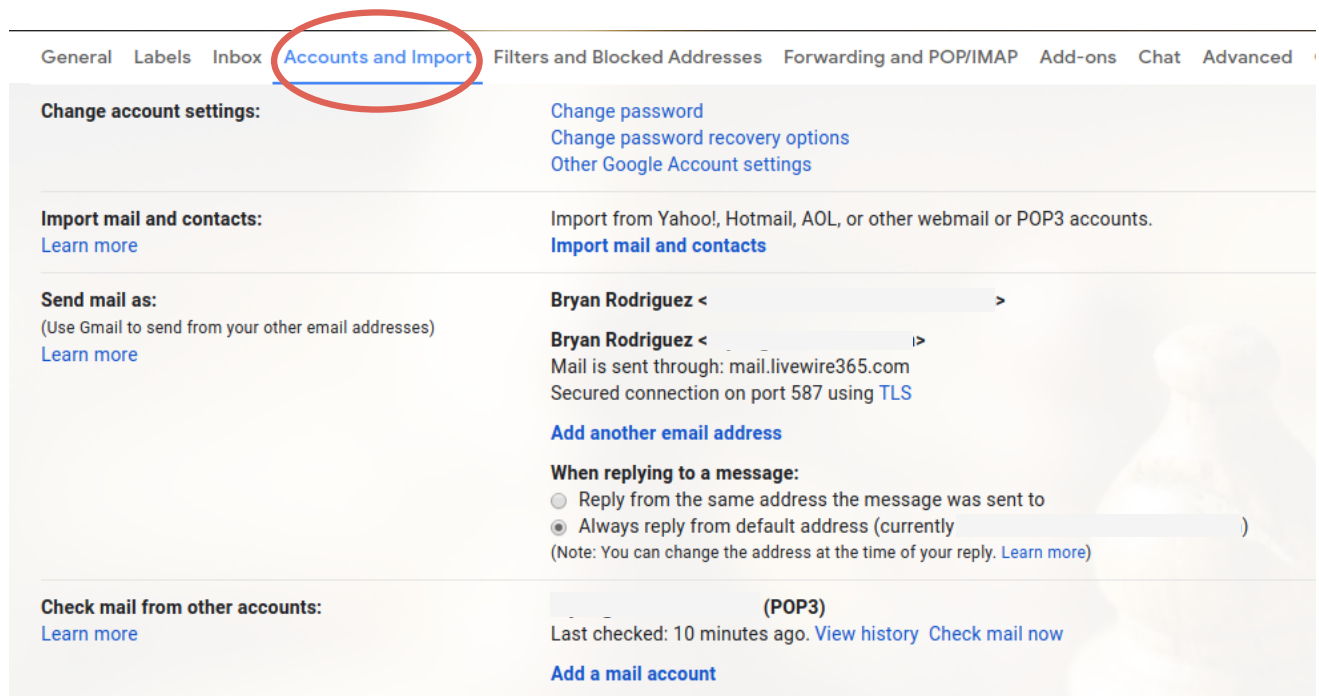
1

Log into your Gmail account. Click the settings icon and then from the given choices look for the Settings option.



2

On the settings section, look for the 'Accounts and Import' picks along the ribbon part of the page, this will guide you to connect your webmail into your Gmail account.



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

Change account settings:

- [Change password](#)
- [Change password recovery options](#)
- [Other Google Account settings](#)

Import mail and contacts:

[Learn more](#)

Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.
[Import mail and contacts](#)

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

Bryan Rodriguez < >

Bryan Rodriguez < >
Mail is sent through: mail.livewire365.com
Secured connection on port 587 using TLS

[Add another email address](#)

When replying to a message:

- ☐ Reply from the same address the message was sent to
- ☒ Always reply from default address (currently)

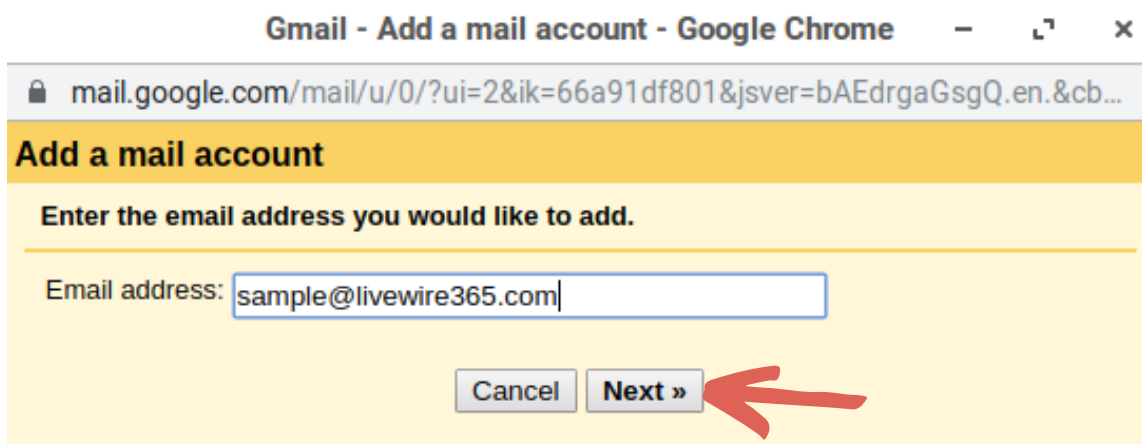
(Note: You can change the address at the time of your reply. [Learn more](#))

Check mail from other accounts:
[Learn more](#)

(POP3)
Last checked: 10 minutes ago. [View history](#) [Check mail now](#)
[Add a mail account](#)

3

Then a form will display to configure the email address that you want to import into your account. Just follow the steps and make sure that you have entered the correct information details of your email account. Click 'Next' to continue with the process.



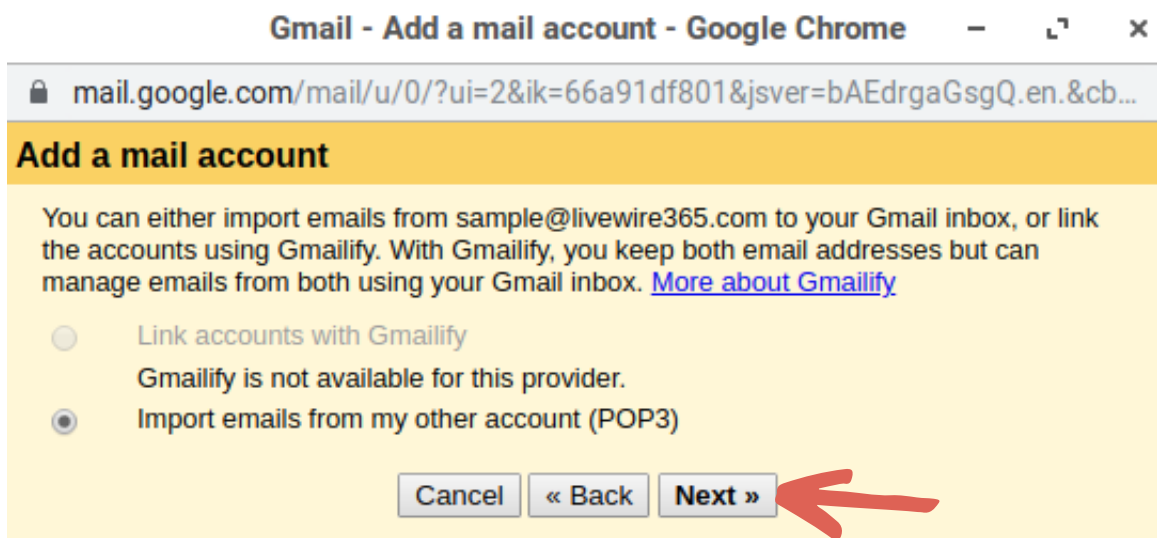
Gmail - Add a mail account - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=66a91df801&jsver=bAEdrGaGsgQ.en.&cb...

Add a mail account

Enter the email address you would like to add.

Email address:



Gmail - Add a mail account - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=66a91df801&jsver=bAEdrGaGsgQ.en.&cb...

Add a mail account

You can either import emails from sample@livewire365.com to your Gmail inbox, or link the accounts using Gmailify. With Gmailify, you keep both email addresses but can manage emails from both using your Gmail inbox. [More about Gmailify](#)

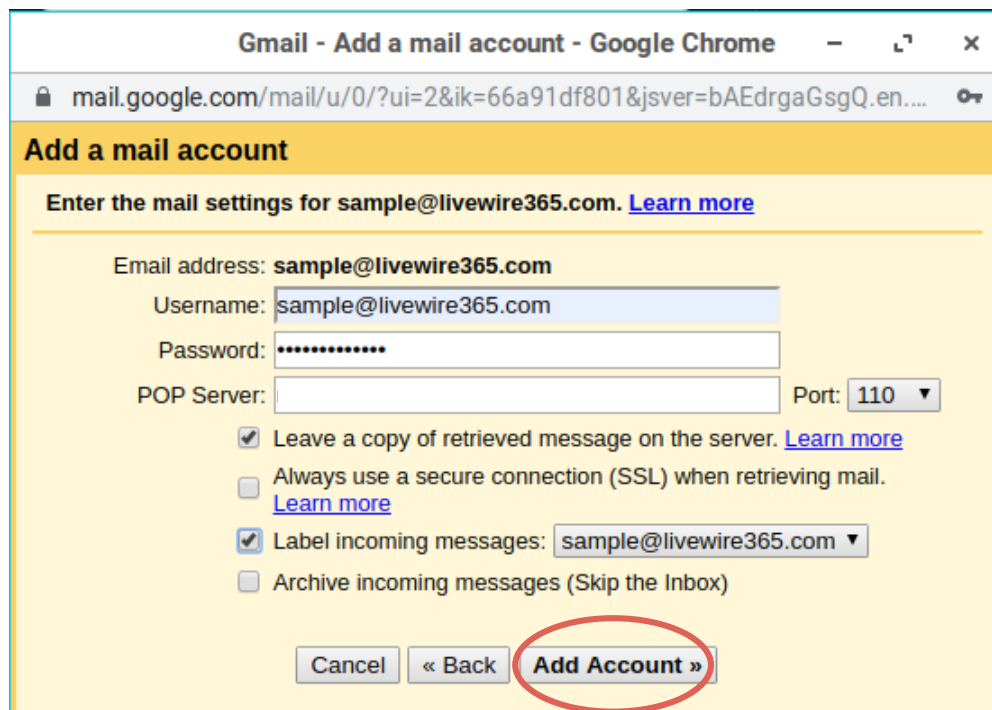
☐ Link accounts with Gmailify
Gmailify is not available for this provider.

☒ Import emails from my other account (POP3)

Click 'Next' button.

4

Enter the mail setting of your email account, make sure that you have entered the correct email, password and mail server for the account.



Gmail - Add a mail account - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=66a91df801&jsver=bAEdrGaGsgQ.en...

Add a mail account

Enter the mail settings for sample@livewire365.com. [Learn more](#)

Email address: sample@livewire365.com

Username: sample@livewire365.com

Password:

POP Server: Port: 110 ▼

- ☒ 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: sample@livewire365.com ▼
- ☐ Archive incoming messages (Skip the Inbox)

Cancel « Back **Add Account »**

Then from the checkbox provided, click the 'Leave a copy of the retrieved message on the server' and 'Label incoming messages' so that you'll not be able to get confused with those email you've been received.

Click 'Add Account' to add your mail into the Gmail. And then the form will say that you have added your mail account.

5

Click 'Next'.

Gmail - Add another email address you own - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=66a91df801&jsver=bAEdrGaGsgQ.en.&cb...

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)

Click 'Add Account'.

Gmail - Add another email address you own - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=66a91df801&jsver=bAEdrGaGsgQ.en.&cb...

Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through livewire365.com SMTP servers [Learn more](#)

SMTP Server: Port:

Username:

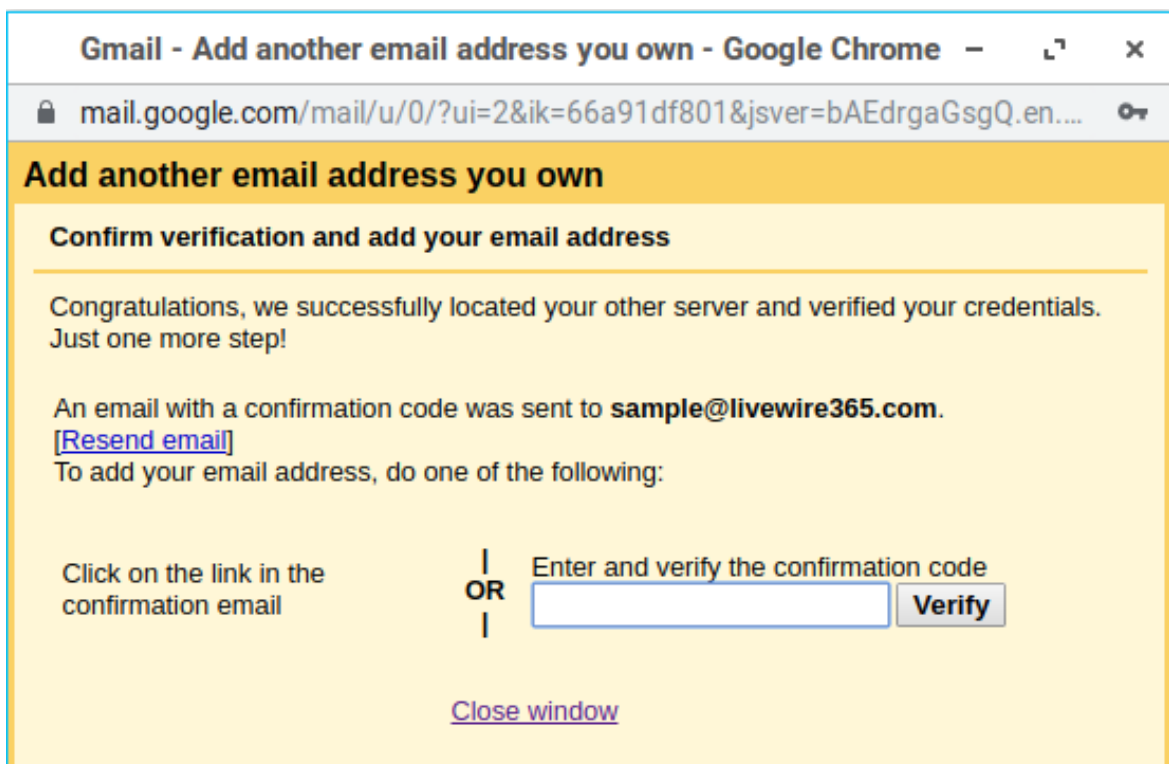
Password:

☒ Secured connection using [TLS \(recommended\)](#)

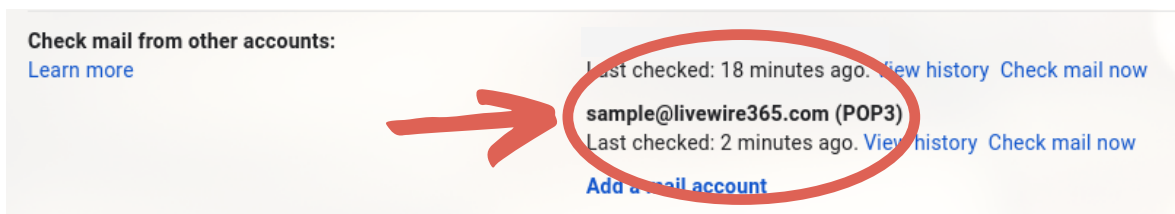
☐ Secured connection using [SSL](#)

6

One more step, there will be a verification code sent into your webmail account just to confirm that you have entered the correct data. Enter the verification code and then click 'Verify' to complete the whole process.



The screenshot shows a web browser window titled "Gmail - Add another email address you own - Google Chrome". The address bar shows a URL from mail.google.com. The main heading is "Add another email address you own". Below it, a sub-heading reads "Confirm verification and add your email address". The message states: "Congratulations, we successfully located your other server and verified your credentials. Just one more step!" It then says: "An email with a confirmation code was sent to **sample@livewire365.com**." There is a link for "[Resend email]". Below this, it says: "To add your email address, do one of the following:". There are two options: "Click on the link in the confirmation email" and "Enter and verify the confirmation code". The second option is selected, showing a text input field and a "Verify" button. At the bottom, there is a "Close window" link.



The screenshot shows the "Check mail from other accounts:" section in Gmail. It lists two accounts. The first account is "sample@livewire365.com (POP3)", which is circled in red with a red arrow pointing to it. The second account is "sample@livewire365.com (POP3)". Each account entry includes the text "Last checked: 18 minutes ago." and "Last checked: 2 minutes ago." respectively, followed by links for "View history" and "Check mail now". At the bottom, there is a link for "Add a mail account".