


Adding tutor@paulthetutors.com to gmail

1. Hitting the “Gear” button 
2. Select “Settings”
3. On the tabs on the top select “Accounts”
4. Getting email
 - A. In the “Check mail from accounts” section, Click “Add a POP3 mail account”
 - B. Enter email address name@paulthetutors.com
 - C. Password: same as paulthetutors.com password
 - D. Click “Leave a copy of retrieved message on server”
 - E. Click “Label Incoming Messages”
 - F. Click “Add Account”
5. Sending email
 - A. In the “Send Mail as” section, click “Add another email address you own”
 - B. Mark “name” AND email address as name@paulthetutors.com
 - C. VERY IMPORTANT!!! Uncheck “Treat as Alias”
 - D. Click “Send through paulthetutors.com servers”
 - i. SMTP: mail.paulthetutors.com
 - ii. Username: name@paulthetutors.com (entire email address)
 - iii. Password: your paulthetutors.com/tutors password
 - iv. Port: 587
 - E. Verification – you will likely be asked to reply to a verification email sent to your paulthetutors.com email address. To do so go to webmail.paulthetutors.com and log in to your email account. Click on the verification link to activate your access to paulthetutors.com through your gmail account. This is not a good way of accessing your email, but will work for this verification process
 - F. Test the connection
 - i. Log back into gmail
 - ii. Send an email to info@paulthetutors.com from your new paulthetutors.com email address
 1. Cc – your new paulthetutors.com email address.
 - iii. We will reply in a bit to test the connection.
 - iv. For some reason, email sent from your gmail to your paulthetutors address doesn’t always show up on gmail. Not sure why. So wait for our reply to test that you are receiving email.
 - v. If something goes wrong, contact us.