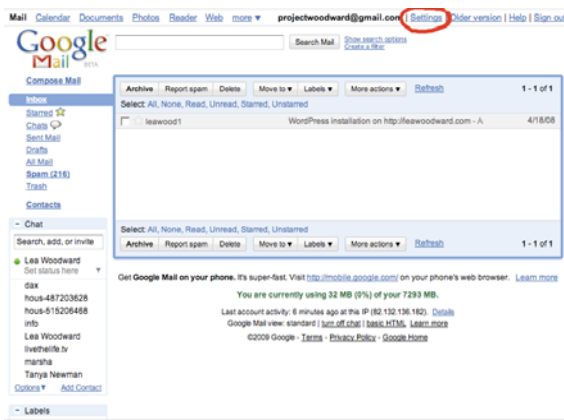




1

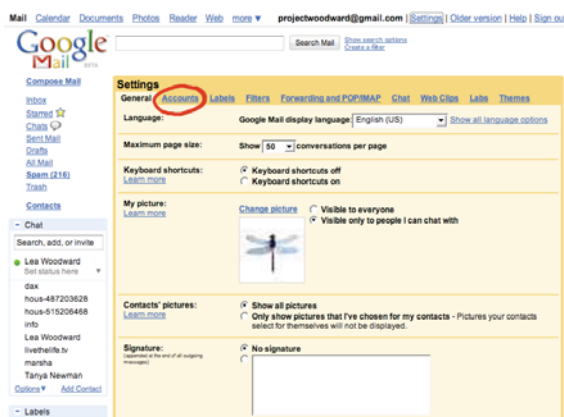
If you don't have a googlemail account, you need to sign up for one at www.googlemail.com as this is the service which, from now on, you'll use to manage ALL your emails no matter which email address emails are sent to.



2

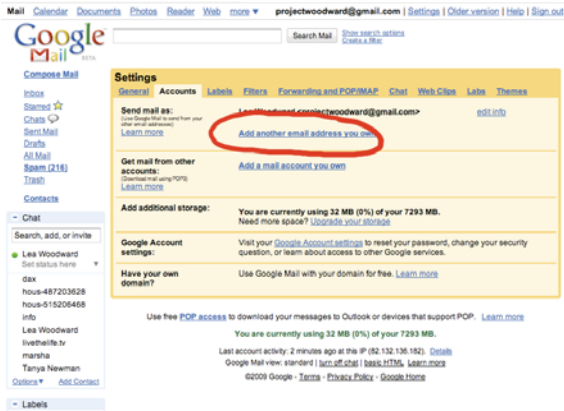
Once you have created your googlemail account, log in to your new account.

Click on 'Settings'.



3

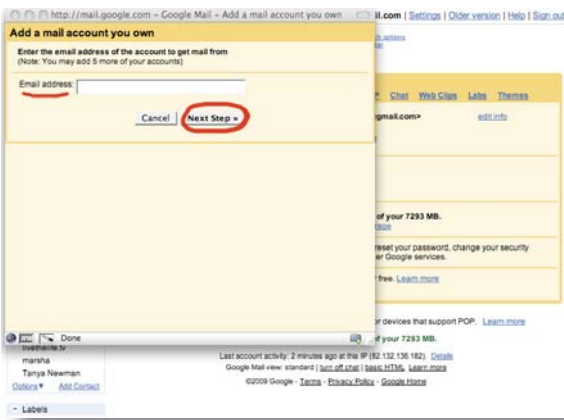
Then click on 'Accounts'.



4

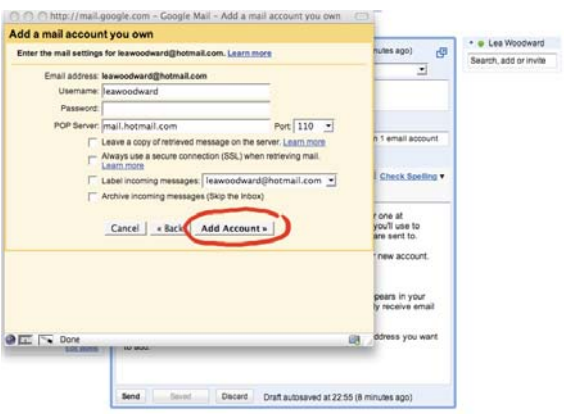
In order to get email from any other email account so that it appears in your googlemail inbox, you will need to add each account you currently receive email at here.

Click on 'Add a mail account you own'.



5

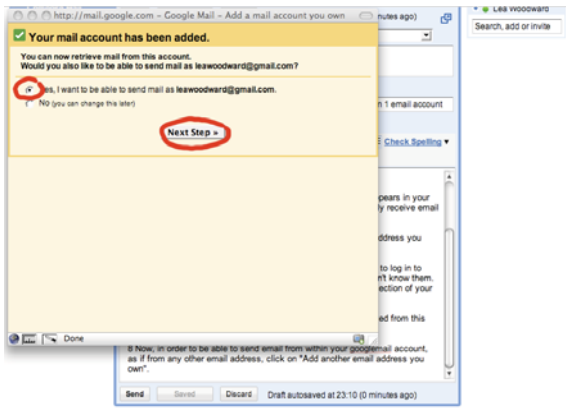
In the pop-up box, follow the instructions and enter the email address you want to add and click on 'Next Step'.



6

Enter the settings for that email account and click 'Add Account'.

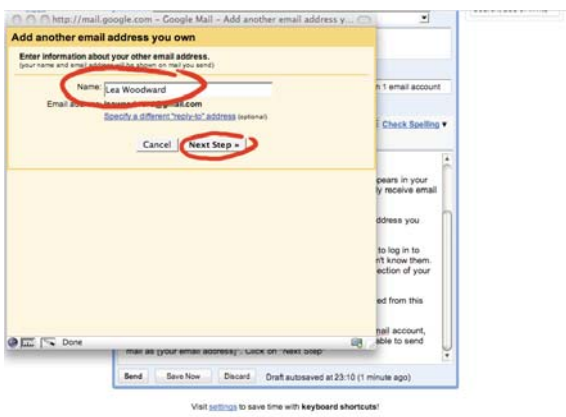
Note: You may need to log in to your existing email account and retrieve these settings if you don't know them. They can typically be found under POP settings or try the help section of your email account.



7

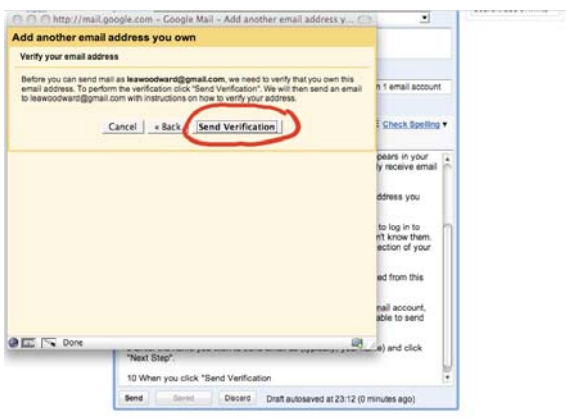
Now, in order to be able to send email from within your googlemail account, as if from any other email address, select on 'Yes, I want to be able to send mail as [your email address]'.

Then click on 'Next Step'.



8

Enter the name you wish to send email as (typically, your name) and click 'Next Step'.



9

When you click 'Send Verification', an email will be sent to your email account.

You will need to log back in to your existing account, retrieve the email and follow the instructions - you will probably need to click on a link within the email to confirm and verify that you do indeed own that email account.

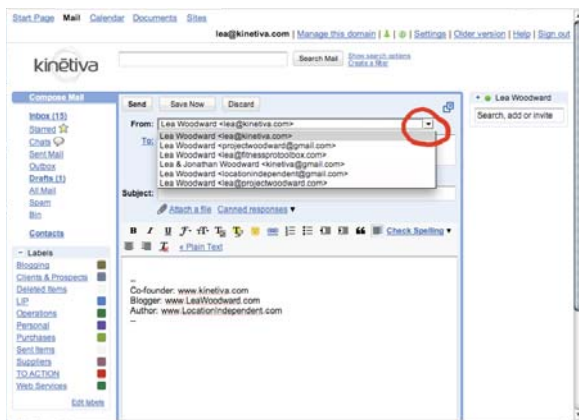
Once you've verified that email account, you should now receive emails sent to that email address within your googlemail inbox.

You can add as many other email accounts as you wish.



10

If you'd like your replies to always appear as if from the email address they've been received at, click back on 'Settings' and then 'Accounts' and ensure that 'Reply from the same address to which the message was sent' is selected.



11

To send email as if from another email address, click the drop-down box next to the 'From' field and select the email address that you'd like the email to be sent from.

FOR OTHER TECH TUTORIALS, VISIT ONE OF OUR TOOLBOX WEBSITES LISTED AT WWW.KINETIVA.COM