



## Setting up your email account in Gmail

For webmail, Gmail, a service offered by Google, is a great alternative to the Imail system.

Key Features –

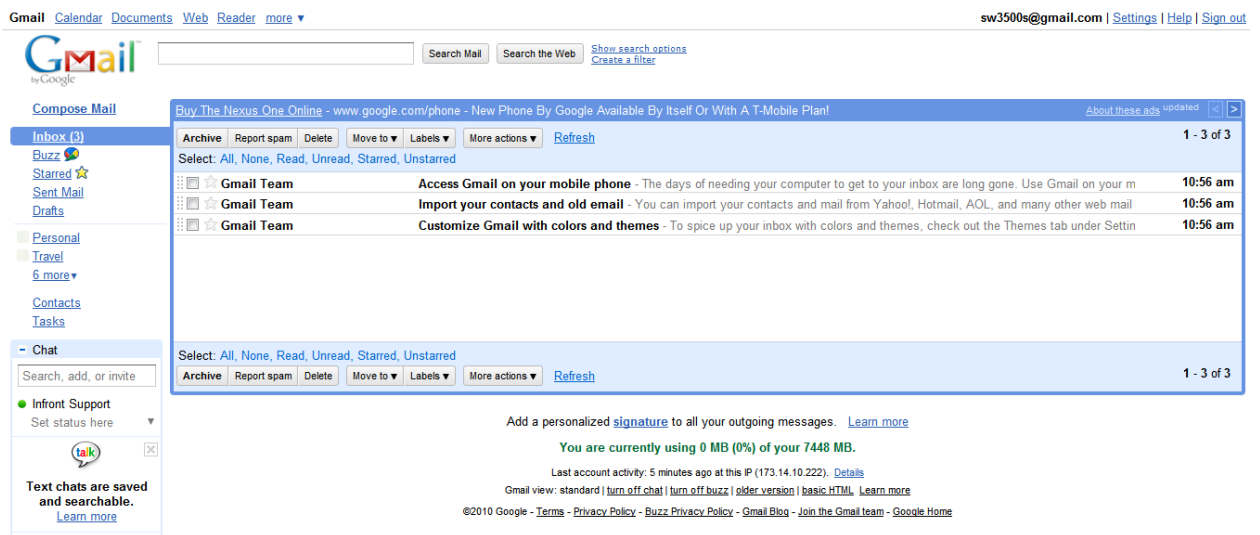
1. **You will be able to send and receive email from the same address you currently use in Imail**
2. 7.5 Gigs of free storage
3. Very easy to use interface
4. Accessible anywhere, including your mobile phone
5. Offered by Google, a leader in today's web technologies
6. **FREE!**

**IMPORTANT NOTE: THIS WILL MOVE ALL OF YOUR EMAIL FROM YOUR IMAIL.INFRONT.COM EMAIL BOX TO GMAIL.**

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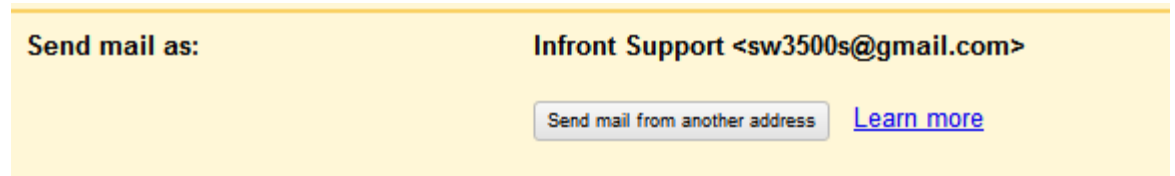
1. Visit <https://www.google.com/accounts/NewAccount> (Already have a google enabled account? Skip to step 4)
2. Fill out all of the information requested on this page. Be sure to use the email address you'd like to log in to gmail with. You can add as many email accounts as you'd like.
3. You will need to verify your account before it is activated. An email will be dispatched to the email address you entered in your registration. Be sure to click the confirmation link.

- If you do not yet have a Gmail account, you will be prompted to create one. You do not need to use this account for anything in the future; however, Gmail requires that you have an @gmail.com address to use their service. You will have to verify this address, but don't worry, this entire process only takes a few minutes. Once done...
- Visit [www.gmail.com](http://www.gmail.com) and log in with the credentials your Google enabled account.



- This will be your new email interface. As you can see, folders are listed on the left hand side. All of your email will be listed in the center of your screen. However, before email will show up, we must first add the account you'd like to send email as.
- Click the **settings** link in the upper right hand corner. All of the settings for your account are held here. Click on the **Accounts and Import** tab. We need to set up both your incoming and outgoing emails.
- 8. Outgoing Email-**

a. Click Send Mail from another address



b. A pop up window will appear. Please enter your name as you'd like it to appear on your emails, along with your email address (the one you're looking to transfer to gmail) **Click Next.**

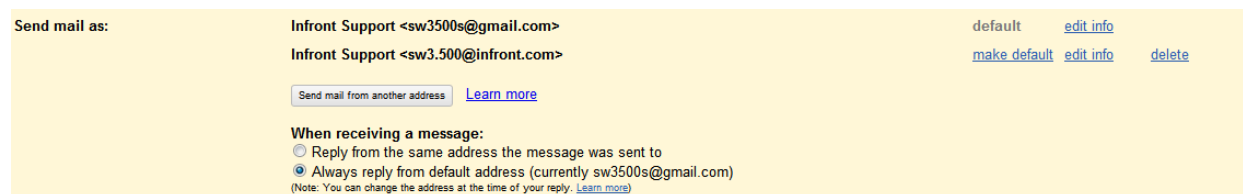
c. Select Send through Gmail, and click **Next Step**



d. Click **Send Verification**. An email will appear in the inbox of the address you'd like to move (you will have to check imail, outlook, or whatever email client you currently use)

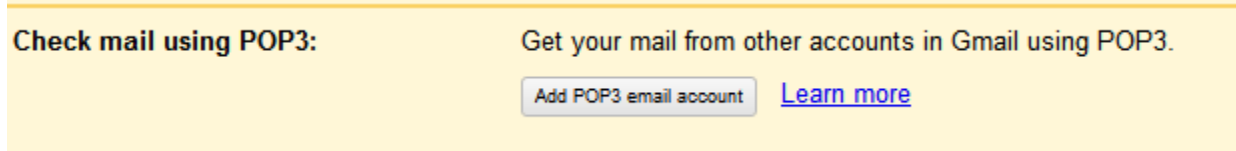
e. Either enter the code, or click the link included in the email

f. You will then notice that your email address will show up on the **Accounts and Import tab**. It is suggested that you make your new email address the default for sending email by clicking **Make Default**



## 9. Incoming Email

- a. On the **Accounts and Import** screen click Add POP3 account.



- b. Enter your email address that is hosted with Infront. Click **Next**

- c. Use the following settings to set up your account

Username: [YourFullEmailAddress@yourdomain.com](#)

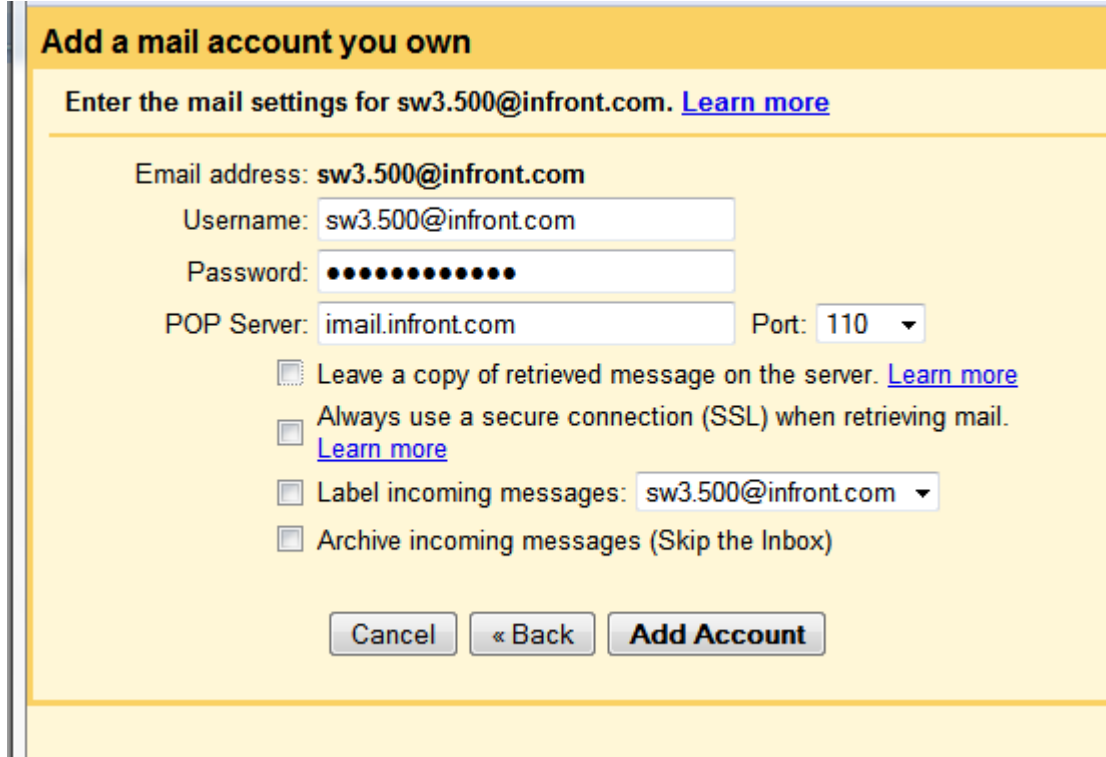
Password: <Your Password>

POP server: **Imail.infront.com**

**Please remember not to check the leave a copy of retrieved message on the server checkbox if you intend to move your email account.**

**If you would like to add labels to your incoming mail rather than have everything in a collective inbox, you may check**

## Label Incoming Messages. Click Add Account



**Add a mail account you own**

Enter the mail settings for sw3.500@infront.com. [Learn more](#)

Email address: sw3.500@infront.com

Username: sw3.500@infront.com

Password: ●●●●●●●●●●

POP Server: imail.infront.com 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: sw3.500@infront.com ▼

Archive incoming messages (Skip the Inbox)

Cancel « Back **Add Account**

- d. This will allow Gmail to download all of your messages, and all future messages will automatically be pulled into Gmail. Please allow a few minutes for all of your emails to be pulled into Gmail. This process can sometimes take up to a few hours depending on the size of your previous mailbox.
10. Once your emails have loaded, you can use Gmail for all of your email needs. Please note that when composing an email, you have the option of which address you'd like to send email with.

