

How to setup email receiving in Gmail

Assuming you have followed the steps in [How to setup email sending in Gmail](#) already, make your way back to the "Accounts (Steps 1 through 3).

Step 1 - Click on Add a mail account

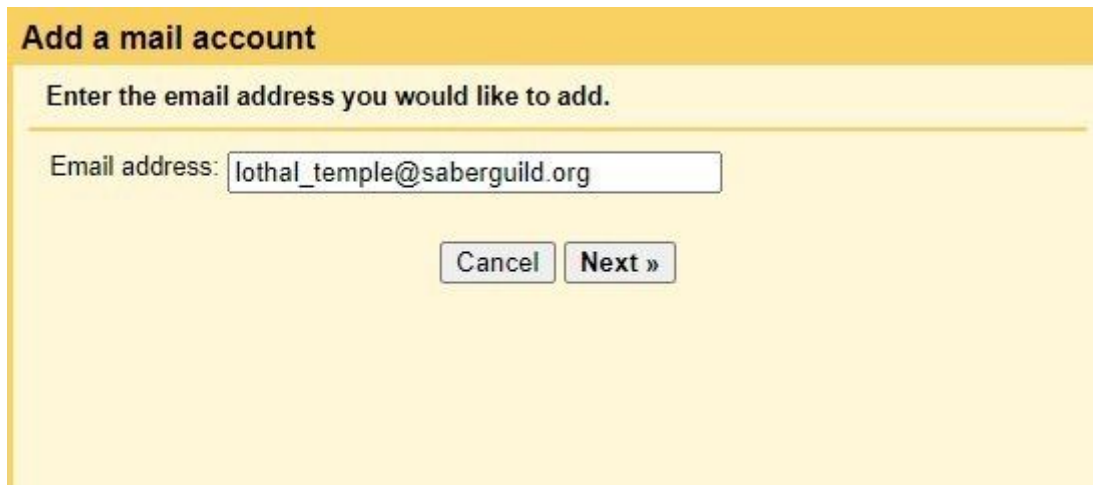
In the Settings > Accounts and Import page look for "Check mail from other accounts".

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

[Add a mail account](#)

Step 2 - Fill your email address

In the popup, set the email address and click Next.



Add a mail account

Enter the email address you would like to add.

Email address:

Step 3 - Choose Import emails from my other account

Choose this option and click "**Next**"

Add a mail account

You can either import emails from lothal_temple@saberguild.org 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)

[Cancel](#) [« Back](#) [Next »](#)

Step 4 - Fill in the email server settings

Username: <full email address>

Password: <the account password>

POP Server: mail.saberguild.org

Port: 995

☐ **Leave a copy of retrieved message on the server** : You can leave this unchecked or not, it's up to you

☐ **Always use a secure connection (SSL) when retrieving mail**: Always good to be secure

☐ **Label incoming messages** : This is a helpful tool for sorting what email came through the new account

Fill out all the details here, then click "**Add Account**"

Add a mail account

Enter the mail settings for lothal_temple@saberguild.org. [Learn more](#)

Email address: lothal_temple@saberguild.org

Username: lothal_temple@saberguild.org

Password:

POP Server: mail.saberguild.org

Port: 995 ▼

- ☐ 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: lothal_temple@saberguild.org ▼
- ☐ Archive incoming messages (Skip the Inbox)

[Cancel](#) [« Back](#) [Add Account](#)

Step 5 - Great Success

Refresh the settings page after a minute or two and you should see something like this.

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

lothal_temple@saberguild.org (POP3)
Last checked: 0 minutes ago, 3 mails fetched. [View history](#) [Check mail now](#)
[Add a mail account](#)

[edit info](#) [delete](#)

Revision #1

Created 23 May 2024 21:30:07 by Gwen Gullett

Updated 23 May 2024 21:49:13 by Gwen Gullett