

# Email Setup - Gmail

Please note: Many email programs automatically detect your email server details and complete the setup without having to enter the data manually. It is suggested not to manually enter the server settings or adjust them unless you have problems sending and receiving emails.

1. Log into your Gmail account
2. Top right corner, click on the gear and choose Settings.
3. Click on the Accounts and Import Tab.
4. Scroll down where it says "Check mail from other accounts (using POP3)" and click on "Add a POP3 mail account you own".
5. A pop up will appear, enter your email address "youremail@yourdomain.com" and click on Next Step.
6. Under Username enter your email address "youremail@yourdomain.com", enter the password you usually use for your email address on ionos email.

**Pop Server:** pop.ionos.com and Port: 995, check the box "always use SSL" and check the "Label Incoming messages", (Note: if you would like to keep a copy of your emails on your ionos server, check the box "Leave a copy of retrieved message on the server.") and finally click on Add Account.

7. Check the box "yes I want to be able to send email as..." and click on Next Step.
8. Enter the name you wish to show up when sending an email (leave the box treat as Alias checked) and click on next step
9. SMTP settings: SMTP server should be smtp.ionos.com – the port should be 587, and TLS enabled.

Enter your username youremail@yourdomain.com, enter your password and click on add account.

10. The last step is to verify: They will email you a confirmation code. Login one last time to your ionos email account from ionos.com webmail application, and open the email from "gmail Team". Copy and paste the number and click on "verify". The pop up should disappear.

When you are all done, go back to your inbox, and scroll down to see the folders on the left under "Compose", "Inbox", etc... scroll down and you will see a folder with the name of the email you just added. It will take a little bit of time to get the emails to show up, but be patient! (~10-15 minutes for the first time).

Also, if you click on "Compose" and start writing in the "To" field, an arrow will show up in the "from" field and you will be able to choose what email account you want to write this email from.

OK one more last step to make your life easier: go back to the settings on Gmail and under "send mail as", see where it says "When replying to a message"? Choose the option "Reply from the same address the message was sent to". This will automatically send the email from the address you are replying from, not your 'regular' gmail account.

## Account settings for POPs

SETTING	VALUE
Server Address	pop.ionos.com
Port (for SSL Encryption)	995
Port (Unsecured)	110

SETTING	VALUE
Server address	smtp.ionos.com
Port (for SSL)	465
Port (TLS/STARTTLS, alternative to SSL)	587

Please note: Activate the SMTP authentication option for the outgoing mail server (SMTP), not the SPA option.