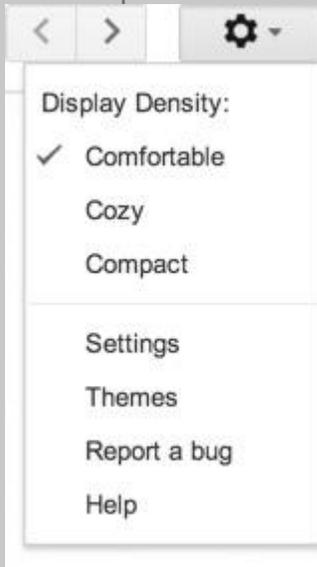
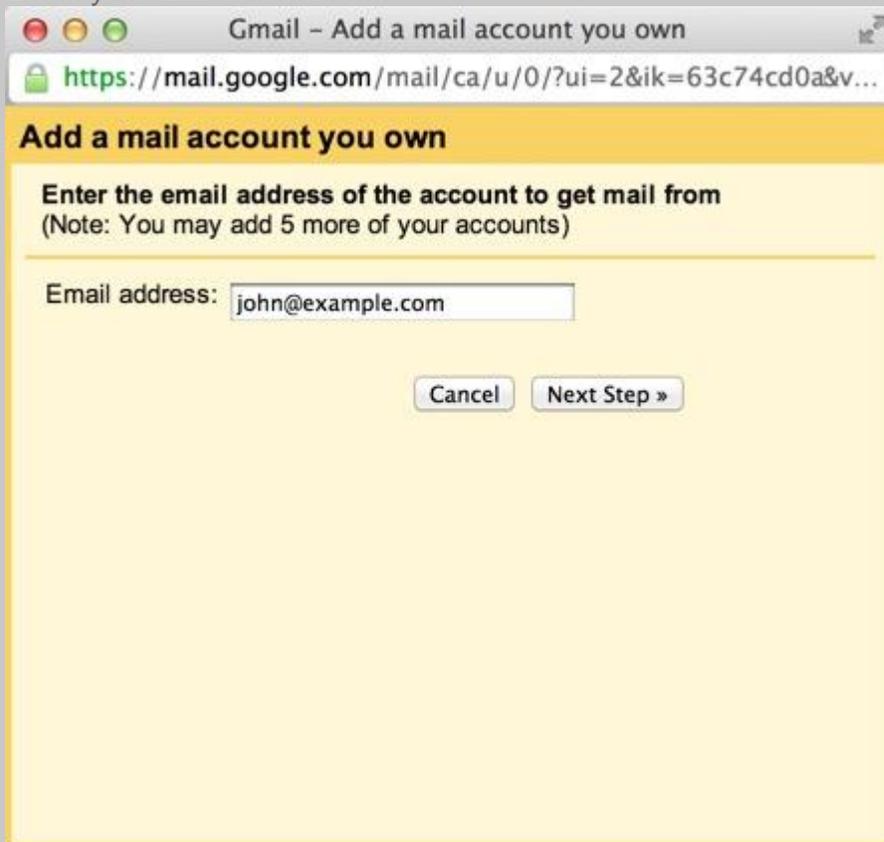


Accessing your Just Host account in Gmail

1. Login to your [Gmail Account](#).
2. In the top lefthand corner, open the Settings cog and choose **Settings**.



3. Click **Accounts and Import**.
4. Click 'Add a POP3 mail account you own'.
5. Enter your **Email address**.



6. Click the **Next** button.

7. Enter your full email address as the **Username**.
8. Enter **Password** for your email account.

Gmail - Add a mail account you own

<https://mail.google.com/mail/ca/u/0/?ui=2&ik=63c74cd0ae&...>

Add a mail account you own

Enter the mail settings for john@example.com. [Learn more](#)

Email address: john@example.com

Username: john@example.com

Password:

POP Server: mail.example.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: john@example.com
- Archive incoming messages (Skip the Inbox)

9. Enter the POP Server. This will vary depending on if you choose to use the **Always use a secure connection (SSL) option**
 - o **Without SSL:** This will be your domain name preceded by "mail."
 - o **With SSL:** This will be your servers hostname. Also make sure the port is changed to 995. If you don't know your servers hostname, go to your cpanel. On the left side you will see a section called **stats**. Click the expand stats link if it is present. The hostname will be shown in the list of stats.
10. Choose any additional options you may want.
11. Click the **Add Account** button.

Outgoing Mail (SMTP)

1. Choose " Yes, I want to be able to send mail as john@example.com"



2. Choose if you will use this address as an Alias.

To learn more about Aliases in Gmail please see [Googles Knowledge Base Article](#)

The screenshot shows a web browser window with the title "Gmail - Add another email address you own". The address bar contains the URL "https://mail.google.com/mail/ca/u/0/?ui=2&ik=63c74cd0ae&...". The main content area has a yellow header with the text "Add another email address you own". Below this is a section titled "Enter information about your other email address." with a subtext "(your name and email address will be shown on mail you send)". The form contains the following fields and options:

- Name:
- Email address: **john@example.com**
- Treat as an alias. [Learn more](#)
- [Specify a different "reply-to" address](#) (optional)
- Buttons:

3. Click the **Add account** button.
4. Choose to send "**Send through example.com SMTP server**"
5. Enter the SMTP Server.
 - **Without SSL:** This will be your domain name preceded by "mail."
 - **With SSL:** This will be your servers hostname. If you don't know your servers hostname, go to your cpanel. On the left side you will see a section called **stats**. Click the expand stats link if it is present. The hostname will be shown in the list of stats.
6. Enter your full email address as the **Username**.
7. Enter **Password** for your email account.

8. Choose **Port 25** (Non SSL) or **465** (SSL).



The screenshot shows a browser window titled "Gmail - Add another email address you own". The address bar contains the URL "https://mail.google.com/mail/ca/u/0/?ui=2&ik=63c74cd0ae&...". The main heading is "Add another email address you own". Below this is a section titled "Send mail through your SMTP server?". A paragraph explains that mail for "john@example.com" can be sent via Gmail or the domain's SMTP servers. Two radio buttons are present: "Send through Gmail (easier to set up)" (unselected) and "Send through example.com SMTP servers [Learn more](#)" (selected). Below are input fields for "SMTP Server" (mail.example.com), "Port" (465), "Username" (john@example.com), and "Password" (empty). Two more radio buttons are shown: "Secured connection using [SSL](#) (recommended)" (selected) and "Secured connection using [TLS](#)" (unselected). At the bottom are "Cancel", "« Back", and "Add Account »" buttons.

Add another email address you own

Send mail through your SMTP server?

When you send mail as **john@example.com**, the mail can either be sent through Gmail or through example.com SMTP servers.

Send through Gmail (easier to set up)

Send through example.com SMTP servers [Learn more](#)

SMTP Server: Port:

Username:

Password:

Secured connection using [SSL](#) **(recommended)**

Secured connection using [TLS](#)