

# *Google Mail Configuration*

## **Process to Check & Configure your Mail**

Your site: <http://www.gmrwebsitemaintenance.com/> Url where you can check your mail: <http://mail.gmrwebsitemaintenance.com>

**SMTP and POP3 info:**

SMTP: <smtp.gmail.com>

POP3: <pop.gmail.com>

### **Steps to Check Mail on WebServer:**

1. Open New Explorer window (any browser you have)
2. give this url: <http://mail.google.com/a/gmrwebsitemaintenance.com>
4. Here in the provided Login area – give your User Name & Password and login o  
User Name – [userid@gmrwebsitemaintenance.com](mailto:user@id.gmrwebsitemaintenance.com)  
Password – gmrweb
5. Rest all will be same as in any web based mailing client. You will have clear & easy navigation with all the features.

### **Steps to Configure your mail Id to Outlook:**

1. Go to *MS Outlook*
2. From the Menu Bar of Outlook select *Tools*
3. In the Tools drop down menu select *Options* tab present at the bottom.
4. This will open an Options Dialog box
5. From this dialog box, select tab that is... *Mail Setup*
6. Now Select *E-Mail Accounts* tab
7. this tab will open a New Dialog Box, named *E-mail Accounts*
8. Here select the first radio button... *Add a new e-mail account* and click on *Next* tab
9. You will have to select Server type
10. Now select *POP3* and click on Next.
11. this will open the following window:

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Login Information**

User Name:   
Password:   
 Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

- a. User Information
    - i. Your Name: Name
    - ii. E-mail Address: [userid@gmrwebsitemaintenance.com](mailto:userid@gmrwebsitemaintenance.com)
  - b. Login Information
    - i. User Name: [userid@gmrwebsitemaintenance.com](mailto:userid@gmrwebsitemaintenance.com)
    - ii. Password: gmrweb
    - iii. Select the check box saying **Remember Password**.
  - c. Server Information
    - i. Incoming Mail Server (POP3): pop.gmail.com
    - ii. Outgoing Mail Server (SMTP): smtp.gmail.com
  - d. Click on More Settings....
    - i. Select Outgoing Server tab
    - ii. Check the box My outgoing server (SMTP) requires authentication
    - iii. Check Use same settings as my incoming mail server
    - iv. Select Advanced tab
    - v. Change port number of incoming Server (POP3): 995
    - vi. Check This server requires an encrypted connection (SSL)
    - vii. Change port number of Outgoing server(SMTP): 465
    - viii. Check This server requires an encrypted connection (SSL)
12. Fill the above information in relevant fields and click on Next.