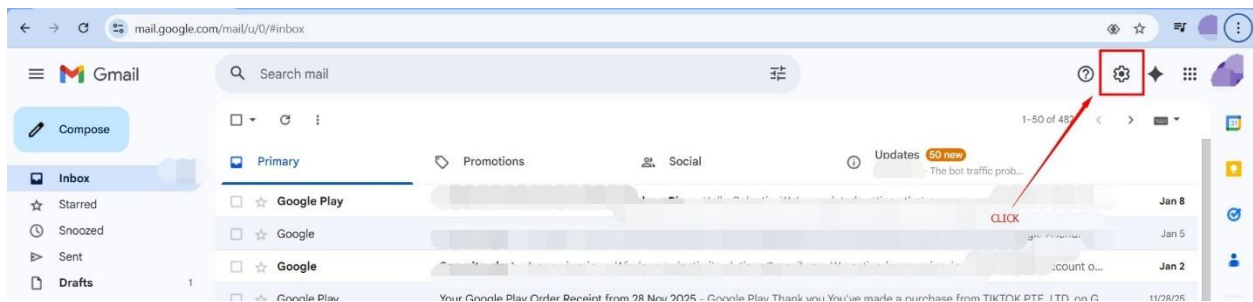


RECEIVE AND SEND EMAILS FROM GMAIL

STEP 1

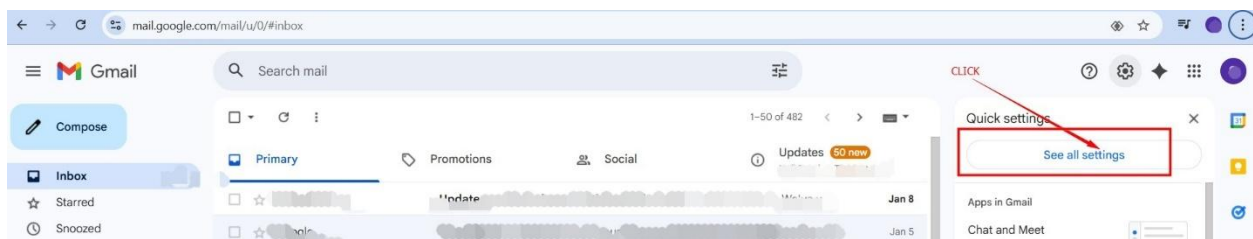
Sign in to your Gmail account using your Google credentials. This will be the inbox where you manage your external email.

Click the settings icon in the top right corner of Gmail.



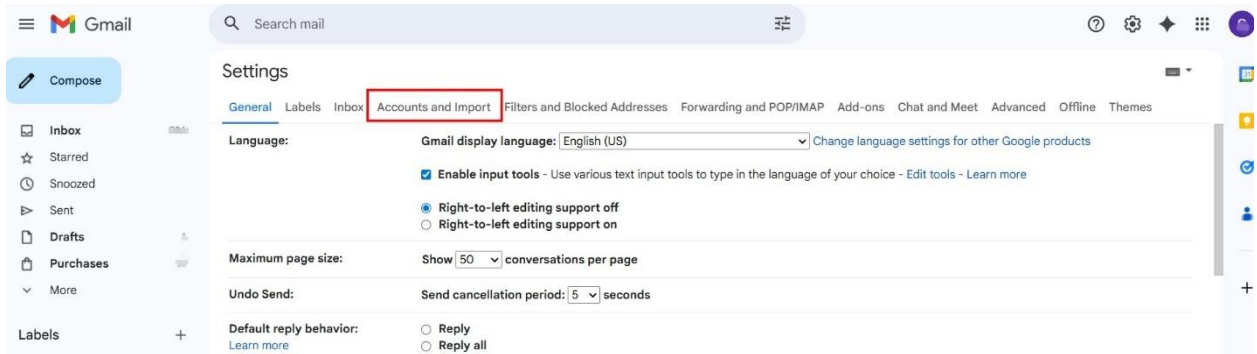
STEP 2

Select **See all settings** to access the full configuration options.



STEP 3

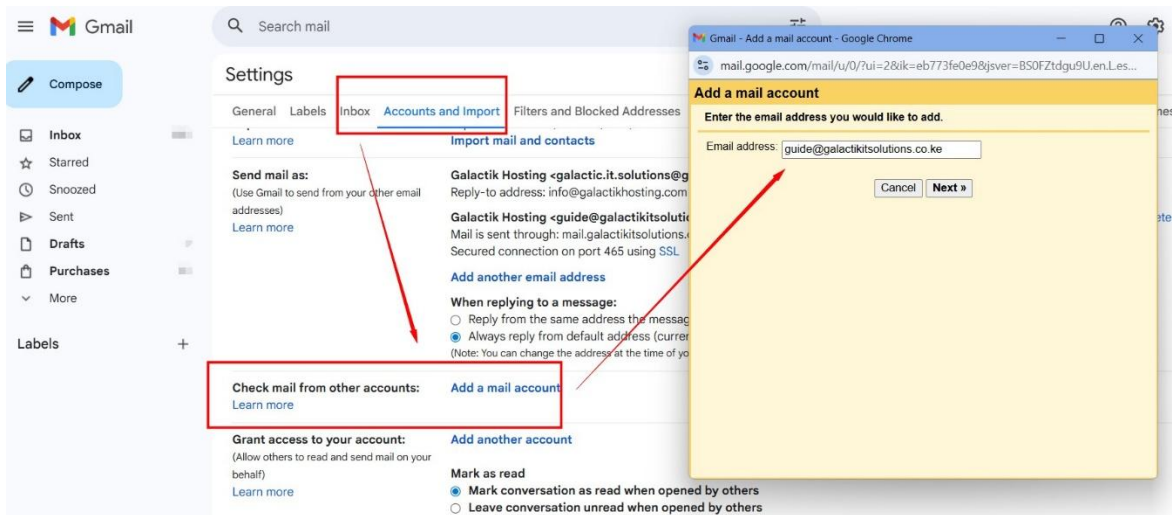
Open the **Accounts and Import** tab, where Gmail manages external email addresses and sending settings.



STEP 4

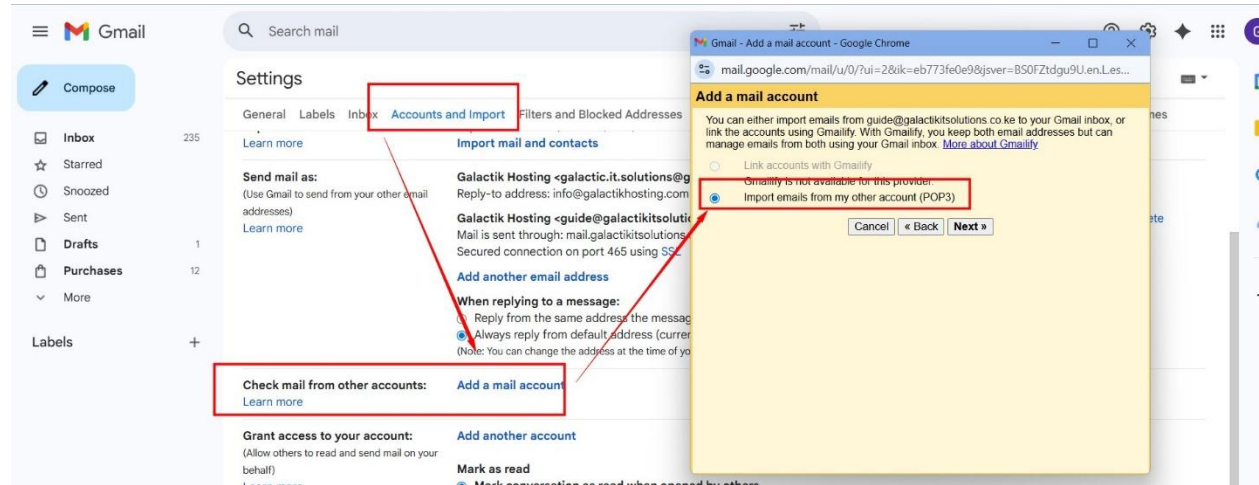
Under **Check mail from other accounts**, click **Add a mail account** to begin linking your email address.

Enter the full email address you want to use with Gmail and proceed to the next step.



STEP 5

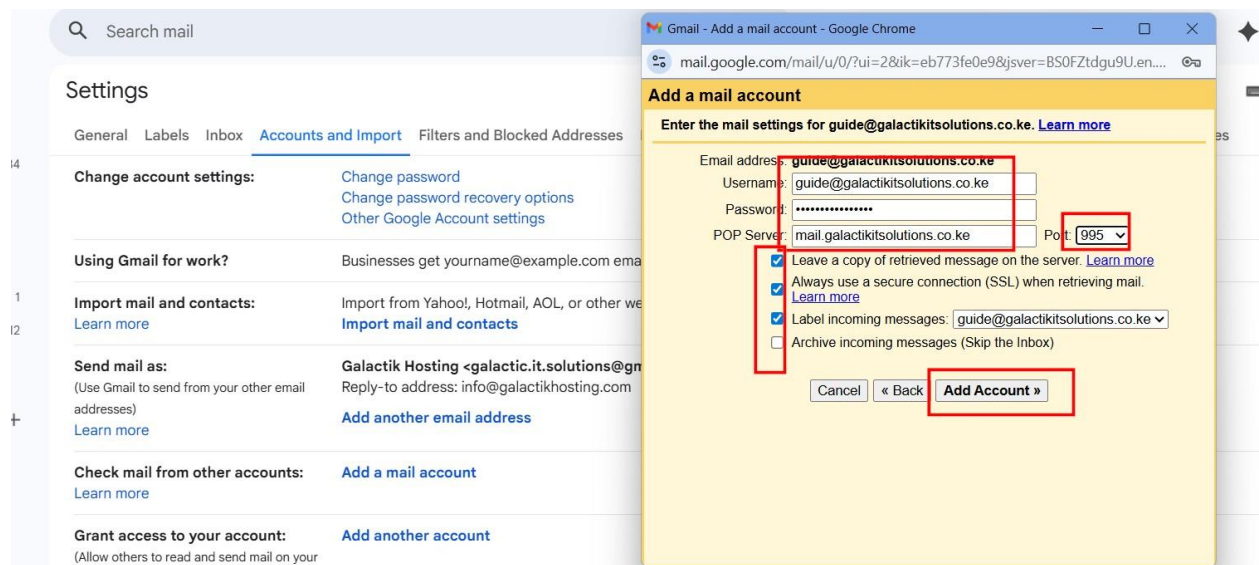
Choose the option to import emails using POP3, allowing Gmail to fetch messages from your existing mail server.



STEP 6

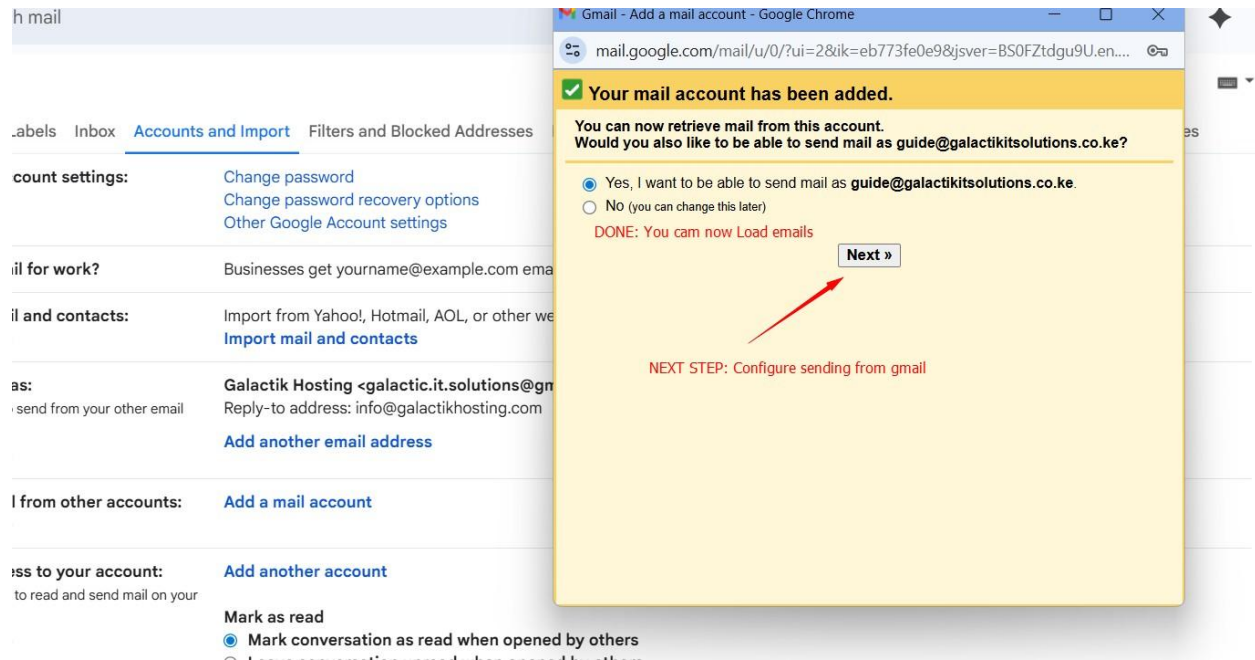
Select your preferred options, such as keeping a copy of messages on the server or applying a label to incoming mail.

Confirm the settings and allow Gmail to test the connection to the mail server.



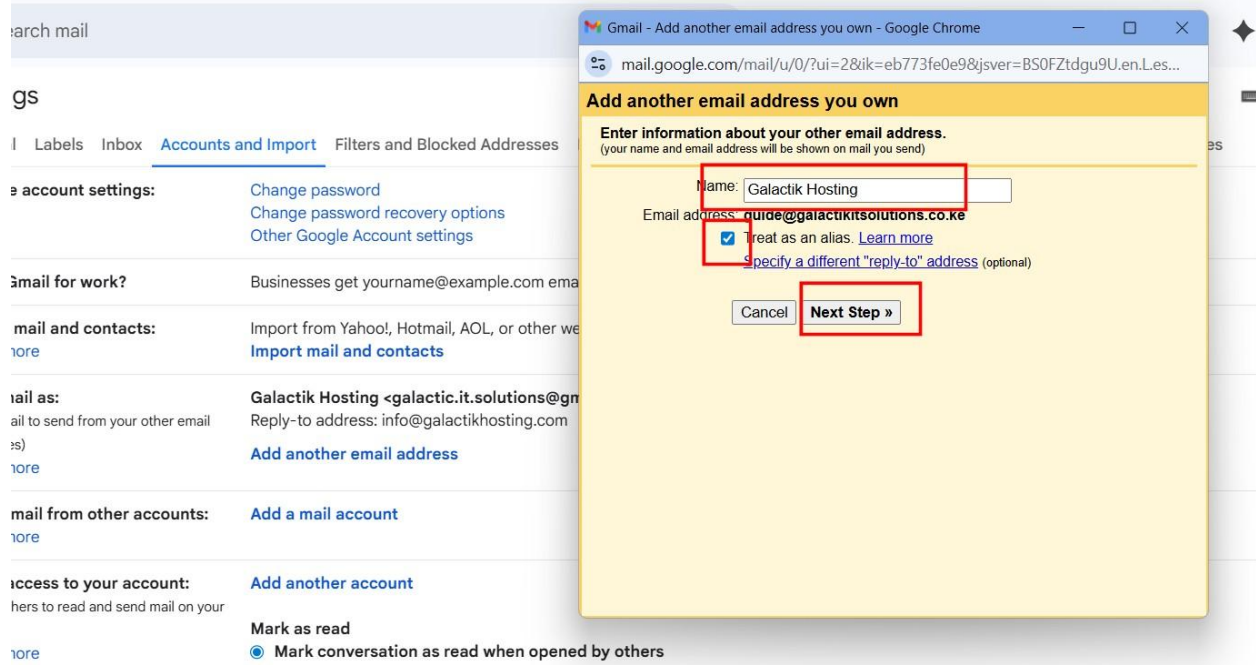
STEP 7

Once the connection is successful, choose whether you want to send emails from this address as well.



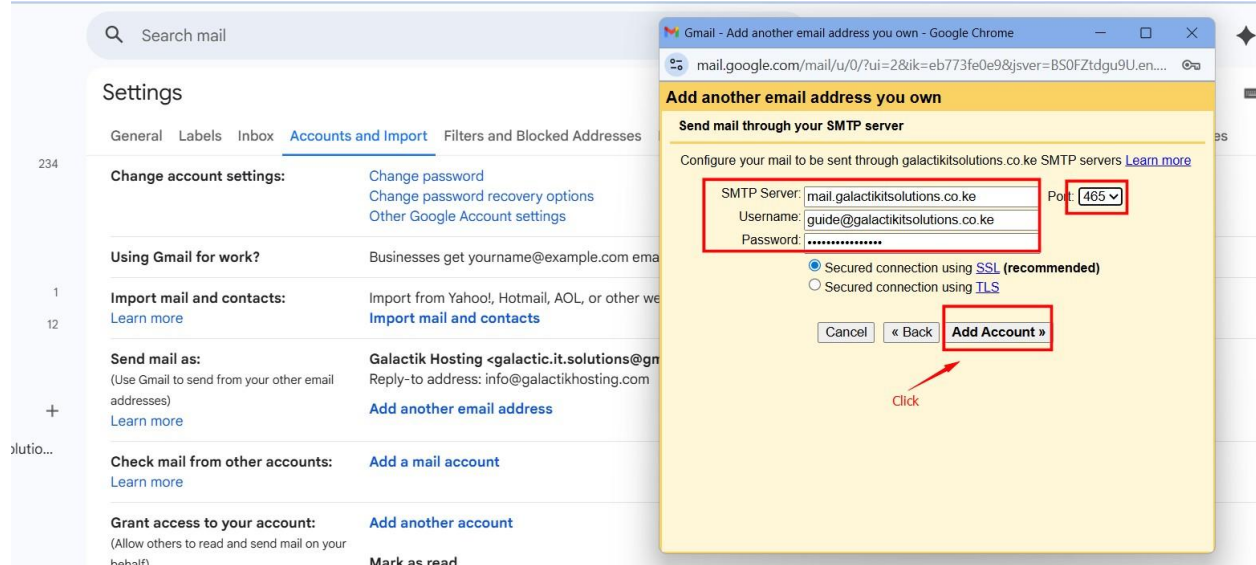
STEP 8

Enter the sender name (Under Name) you want recipients to see when you send emails from this address.



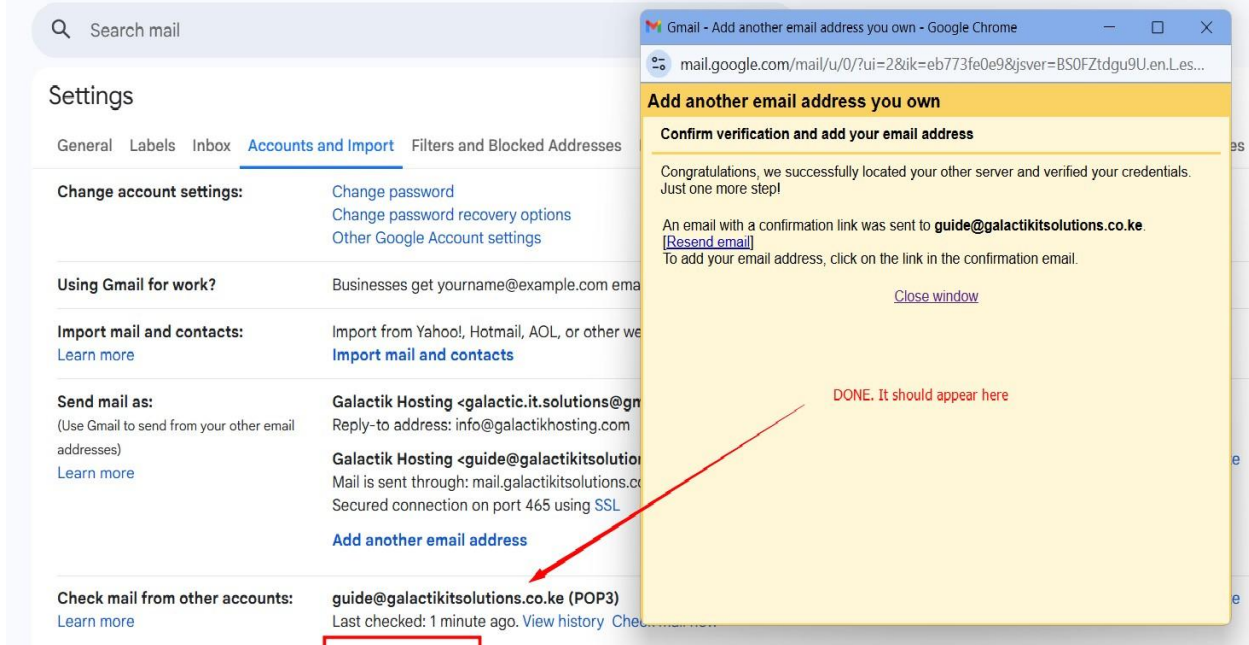
STEP 9

Configure the SMTP server settings to enable outgoing mail, using the details provided after email account creation – See inbox, it should be the first email.



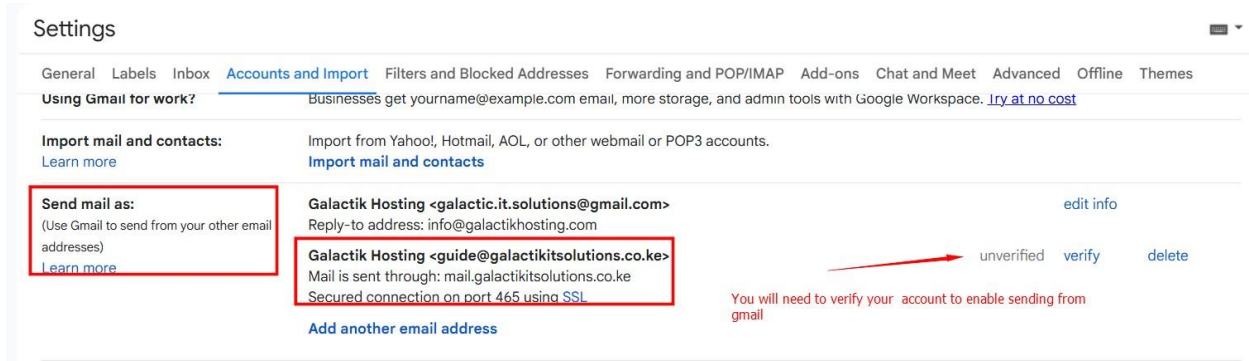
STEP 10

Success



STEP 11

Verify the email address by entering the confirmation code sent to your external inbox.



STEP 12



Confirmation

Please confirm sending mail as **guide@galactikitsolutions.co.ke**.

Click here to return to your Gmail account: <https://mail.google.com>.

Confirm

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STEP 13



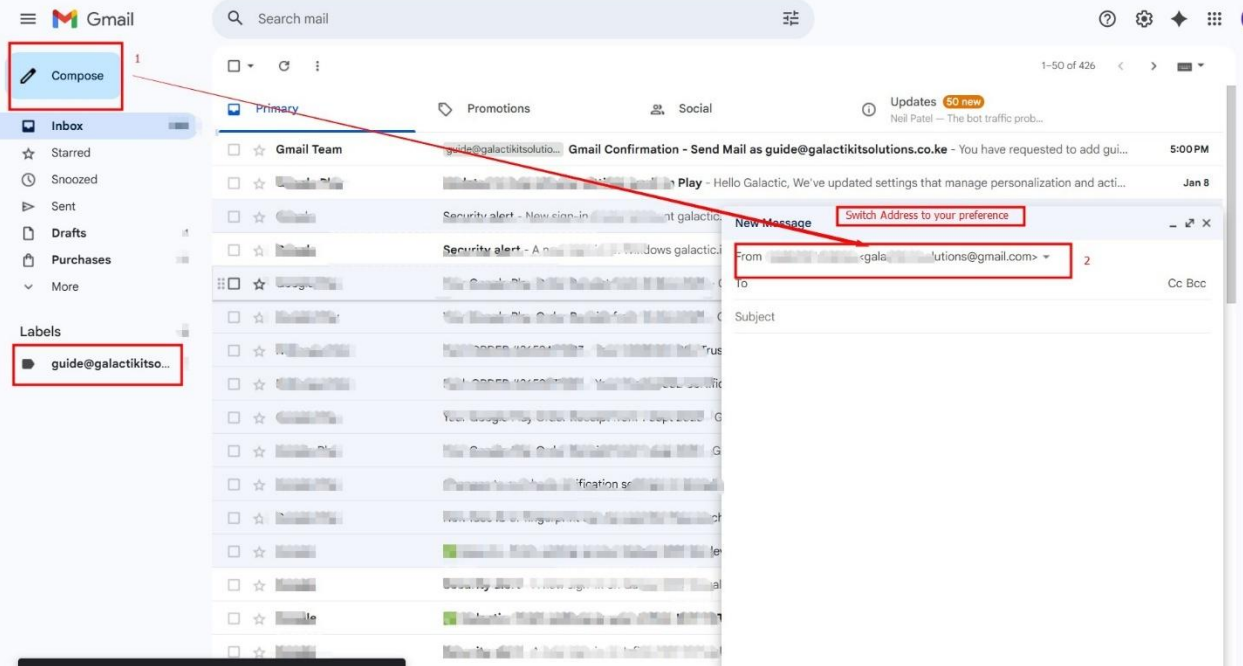
Confirmation Success!

The Gmail user may now send mail as **guide@galactikitsolutions.co.ke**.

Click here to return to your Gmail account: <https://mail.google.com>.

STEP 14

After verification, set the address as default if required and start sending and receiving emails directly from Gmail.



STEP 15

