

Articles :: How-to Guide for Gmail Email Setup

This Article applies to ButterJAM.net Hosting Accounts. If you do not know which hosting account you have please contact us at Support@ButterJAM.net.

In order for you to use Gmail to send and receive email with your domain email, you will need to **FIRST contact us at Support@ButterJAM.net** with your gmail email address so that all of the settings are applied for Gmail to connect successfully.

Log into your Gmail account and navigate to Settings. Go to the Accounts and Import tab. Click on "Send mail from another address".

Settings

General **Accounts and Import** Labels Filters Forwarding and POP/IMAP Chat Web Clips

Import mail and contacts: Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.

[Learn more](#)

Send mail as:

[Learn more](#)

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Enter the name you want to appear when you send email from this account. Enter your email address and click "Next Step>".

1st Screen:

Add another email address you own

Enter information about your other email address.
(your name and email address will be shown on mail you send)

Name:

Email address:

[Specify a different "reply-to" address](#) (optional)

Substitute "mydomain.com" with your own domain name. Substitute "test1@mydomain.com" with your email name. Note that your user name is usually your entire email address. Gmail may look slightly different depending on your settings but should have similar available settings and options.

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Select the 2nd option to send through your own mydomain.com SMTP servers. Fill in the information and mirror the options in the screenshot below. Click "Add Account>".

2nd Screen:

Add another email address you own

Send mail through your SMTP server?

When you send mail as **test1@mydomain.com**, the mail can either be sent through Gmail or through mydomain.com SMTP servers.

☐ Send through Gmail (easier to set up)

☒ Send through mydomain.com SMTP servers (recommended for professional domains – [Learn more](#))

SMTP Server: Port:

Username:

Password:

☐ Always use a secure connection (SSL) when sending mail

Note that the outgoing server (SMTP) port needs to be specified to be 25. Substitute "mydomain.com" with your own domain name. Substitute "test1@mydomain.com" with your email name. Note that your user name is usually your entire email address. If you do not know your password please contact Support@ButterJAM.net.

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Gmail will test the account.

If you see a message stating: "Authentication failed. Please check your username/password. [Server response: 535 5.7.8 Error: authentication failed: authentication failure code(535)]"

This means your username or password is incorrect. Please check to make sure there are no misspellings. If it still does not validate please contact us.

If you see a message stating: "Couldn't reach server. Please double-check the server and port number."

This means a setting is incorrect with the SMTP server or port number. Make sure there is a "mail." prefixing your mydomain.com and the port number is 25. If it still does not validate please contact us.

If there are no errors, you should see this message. If you have notified us that you are using gmail for your email, you will receive the verification code in your gmail account. Be sure to check your SPAM folder in Gmail. Please contact us if you have not notified us that you are using gmail for your email as this would not work!

Enter the verification code from the email and click "Verify".

Verification Screen:

Add another email address you own

Confirm verification and add your email address

Congratulations, we successfully located your other server and verified your credentials. Just one more step!

An email with a confirmation code was sent to [\[Resend email\]](#)

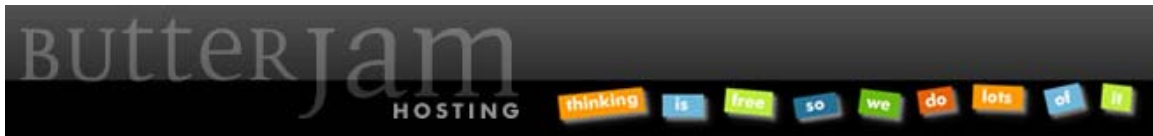
To add your email address, do one of the following:

Click on the link in the confirmation email

OR

Enter and verify the confirmation code

[Close window](#)



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If your code is valid, then Gmail has successfully added your mydomain.com email address and can send and receive email.

When you compose an email, you should now notice a dropdown option to send your email from your added email address. Please read through Gmail's support and help documentation for more features and settings for your email account.

Please feel free to contact us at Support@ButterJAM.net if you still require assistance in setting up your particular email account after using this guide.