

Articles :: How-to Guide for Gmail POP Email Setup

This Article applies to ButterJAM Web Hosted Accounts. If you require assistance please contact us at Support@ButterJAM.com.

This Article has **two separate setup portions**. Please make sure you setup your Gmail account with both SENDING and RECEIVING instructions below to enable Gmail to send and receive email with your new address.

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

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How to setup Gmail to RECEIVE email using your address.

To configure your account to receive your emails via POP3, log into your Gmail account and navigate to Settings. Go to the Accounts and Import tab. Under *Check mail from other accounts (using POP3)*, click on "Add a POP3 mail account you own".

Enter the email address.

1st Screen:

Add a mail account you own

Enter the email address of the account to get mail from
(Note: You may add 3 more of your accounts)

Email address:

Cancel

Next Step »

Substitute "test1@mydomain.com" with your email address. Gmail may look slightly different depending on your settings but should have similar available settings and options.

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Fill in the information and mirror the options in the screenshot below. Click “Add Account>”. Keep in mind that the username is the full email address.

2nd Screen:

Add a mail account you own

Enter the mail settings for test1@mydomain.com. [Learn more](#)

Email address: test1@mydomain.com

Username:

Password:

POP Server: Port: ▾

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: ▾

Archive incoming messages (Skip the Inbox)

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Gmail will test the account.

If you see a message stating: “Server denied POP3 access for the given username and password.”

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: “There was a problem connecting to mail.mydomain.com.”

This means a setting is incorrect with the server or port number. Make sure there is a “mail.” prefixing your mydomain.com and the port number is 995. If it still does not validate please contact us.

If there are no errors, you should see the email address listed under the “*Check mail from other accounts (using POP3)*” section in the “Accounts and Import” tab in your Gmail settings.

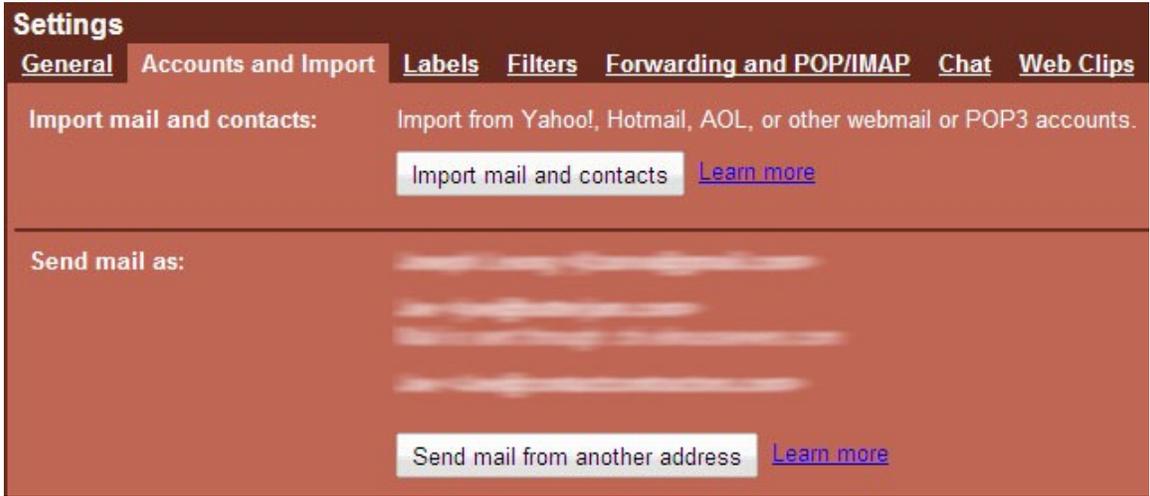
Gmail should now automatically retrieve your email via POP3 into your account.

Please note that Gmail will retrieve POP email from your account based on a time interval that is not in our control. As a result, you may notice a slight delay between the time an email was sent and the time Gmail retrieves the email into your Gmail account.

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How to setup Gmail to SEND email using your address.

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



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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:

Treat as an alias. [Learn more](#)
[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.

Select "Treat as an alias" if this email address is yours. It would allow Gmail to recognize that all mail being sent from this email is from you. Inversely, for example, if you have an email such as support@ or info@ that other users can send email from, then you would generally not want to treat it as an alias.

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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

Configure your mail to be sent through mydomain.com SMTP servers [Learn more](#)

SMTP Server: Port:

Username:

Password:

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

Secured connection using [TLS](#)

Note that the outgoing server (SMTP) port needs to be specified to be 465 with SSL. 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.com.

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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 465. 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
		<input type="text"/> <input type="button" value="Verify"/>

[Close window](#)



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

When you compose an email, you should now notice a drop-down 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.com if you still require assistance in setting up your particular email account after using this guide.