

# HELP GUIDES - EMAIL SETUP



# Gmail

This was set up using Chrome web browser on Mac version 10.15.7  
Example email used was: you@yourdomain.co.nz

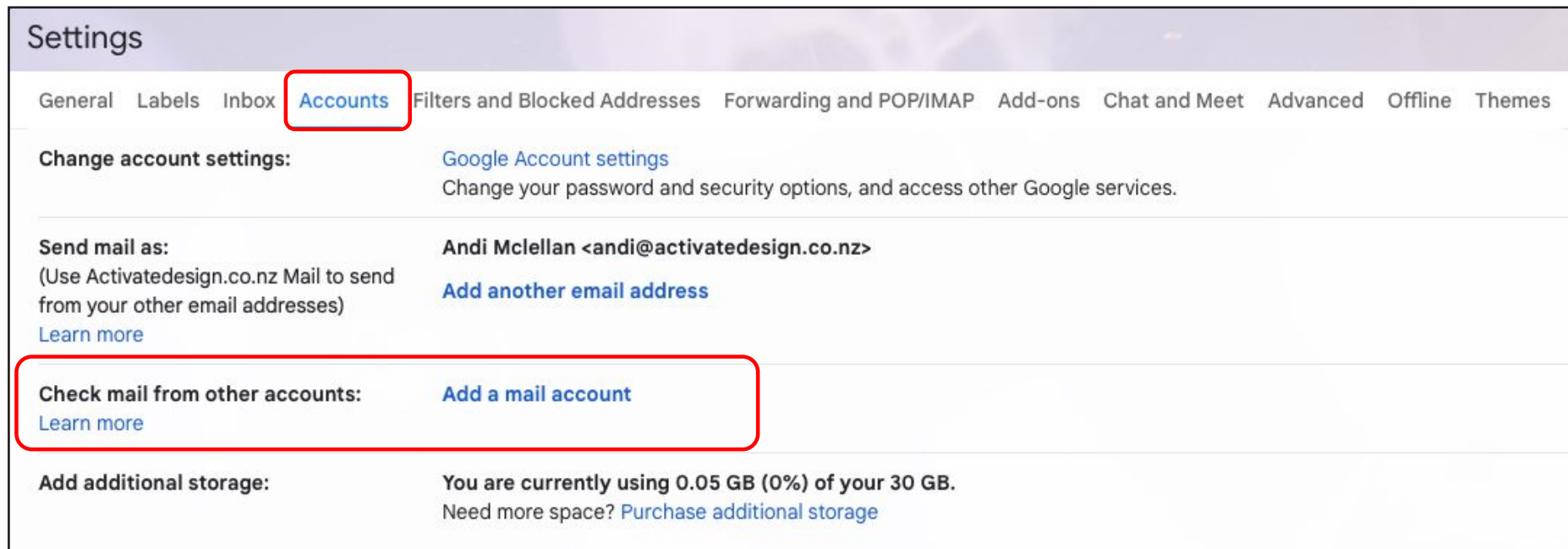


# KEYWORDS AND PHRASES

- **Browser:** This is the software used to access the internet and view web pages, such as Chrome, Firefox, or Safari.
- **Accounts:** This refers to the email accounts you have connected to your Gmail account.
- **Check mail from other accounts:** This is a feature that allows you to receive emails from other email accounts within your Gmail inbox.
- **POP3:** The method used to retrieve emails from your email account.
- **IMAP:** This is another way to get your emails from your email account, and it works better if you want to use multiple devices to check your mail. IMAP will sync your inboxes.
- **SMTP:** This is a protocol used to send emails from your email client to a mail server.
- **Port:** This is a number used to identify different types of internet traffic (such as email or web browsing).
- **SSL/TLS:** Security protocols used to protect your email from being read by unauthorized users.
- **Verification code:** This is a unique code that you need to enter to confirm that you have access to the email account you are trying to connect.
- **Username:** Your email address.
- **Password:** The secret code that allows you to access your email account.
- **Email address:** The unique address that identifies your email account, such as [you@yourdomain.co.nz](mailto:you@yourdomain.co.nz)
- **Incoming Mail Server:** The place where your email is received.
- **Outgoing Mail Server:** The place where your email is sent from.



- 1 In the Settings page, click on the **'Accounts'** tab.  
Under the **'Accounts and Import'** tab, look for the **'Check mail from other accounts'** section and click on **'Add a mail account.'**



The screenshot shows the Gmail Settings interface. At the top, the 'Settings' title is followed by a navigation bar with tabs: General, Labels, Inbox, **Accounts** (highlighted with a red box), Filters and Blocked Addresses, Forwarding and POP/IMAP, Add-ons, Chat and Meet, Advanced, Offline, and Themes. Below the navigation bar, the 'Change account settings:' section includes a link for 'Google Account settings'. The 'Send mail as:' section shows the name 'Andi Mclellan' and an email address, with a link to 'Add another email address'. The 'Check mail from other accounts:' section is highlighted with a red box and contains a link to 'Add a mail account'. The 'Add additional storage:' section shows the current storage usage (0.05 GB of 30 GB) and a link to 'Purchase additional storage'.



- 2 A new window will pop up asking you to enter the email address you want to add to your Gmail account. Enter the new email address in the provided field and click **'Next.'**

### Add an email account

Enter the email address that you would like to add.

---

Email address:



- 3 You will now choose how you want to get your emails. You need to choose **‘Import emails from my other account (POP3)’** If you want to set up **IMAP** don’t worry we will change this later in settings.

You can either import emails from info@adev.co.nz to your Gmail inbox, or link the accounts using Gmailify. With Gmailify, you keep both email addresses but can manage emails from both using your Gmail inbox. [More about Gmailify](#)

Link accounts with Gmailify  
Gmailify is not available for this provider.

Import emails from my other account (POP3)



## 4 Enter the following Incoming Mail Server Settings:

- **User name:** Your full email address.  
(Including what comes after the @ symbol.)
- **Password:** Your email account password.
- **POP Server:** this is your incoming mail server host name, please check your login details sent to you by our support team at ActiveHost.\*
- **Port:** 995
- **Check the top two boxes:**  
*'Leave a copy of retrieved messages on the server'*  
*'Always use a secure connection (SSL).'*
- **The bottom two boxes** are optional, you can choose whether to check them or not.

*\*If you don't have these details, contact ActiveHost support to reset them for you.*

**support@activehost.co.nz**

### Add an email account

Enter the mail settings for info@adev.co.nz. [Learn more](#)

Email address: you@yourdomain.co.nz

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)



5

On the next page, select 'I want to be able to send mail as' click next.

Then fill out your name as you want it to appear in emails that you send. Check the box for 'Treat as an alias' then select 'Next Step.'

**Your mail account has been added.**

You can now retrieve mail from this account.  
Would you also like to be able to send mail as you@yourdomain.co.nz

Yes, I want to be able to send mail as you@yourdomain.co.nz  
 No (you can change this later)

Next »

**Add another email address that you own**

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

Name:

Email address: you@yourdomain.co.nz

Treat as an alias. [Learn more](#)  
[Specify a different "reply-to" address](#) (optional)

Cancel **Next Step »**



## 6 Enter the following **Outgoing Mail Server Settings**:

- **Username:** Your full email address.  
(Including what comes after the @ symbol.)
- **Password:** Your email account password.
- **POP Server:** this is your oncoming mail server host name, please check your login details sent to you by our support team at ActiveHost.\*
- **Port:** 465
- **Secured connection, using SSL** — select this.
- Click **Add Account** once you have entered the correct settings.

*\* If you don't have these details, contact ActiveHost support to reset them for you.*

**support@activehost.co.nz**

### Add another email address that you own

#### Send emails through your SMTP server

Configure your emails to be sent through adev.co.nz SMTP servers [Learn more](#)

SMTP Server:  Port:

Username:

Password:

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

Secured connection using [TLS](#)





- 7 After you add your email account, you will see a window that asks for a code. To get the code, go to your Gmail inbox that is already open in your browser. Don't close the window yet. The verification code may take a few minutes to arrive, and it may end up in your spam folder.

### Add another email address that you own

#### Confirm verification and add your email address

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

An email with a confirmation code was sent to you@yourdomain.co.nz [Resend email](#)

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

Click the link in the confirmation email **OR** Enter and verify the confirmation code

[Close window](#)



- Once you receive the verification code via email, type it into the yellow pop-up window from before and click **'Verify.'** To complete the setup, enter the verification code you received into the yellow pop-up window. If the code doesn't work, you can try clicking the link in the verification email to follow the provided steps.

---

## Gmail Confirmation - Send Mail as **you@yourdomain.co.nz**



**Gmail Team** <gmail-noreply@google.com>  
to info ▾

You have requested to add [info@adev.co.nz](mailto:info@adev.co.nz) to your Gmail account.

Confirmation code: 538497991

Before you can send mail from [info@adev.co.nz](mailto:info@adev.co.nz) using your Gmail account ([ad.adev.info@gmail.com](mailto:ad.adev.info@gmail.com)), please click the link below to confirm your request:

[https://mail.google.com/mail/f-%5BANGjdJ8KLJP\\_fjGCXZGn1\\_gW3sKuu69IWfU\\_VQzldwunk47ImNCbHG7JKLF1KH2rrkNWr8a\\_xRkv-VJdMT6k%5D-fgeQpcxUGSrPDVHuoDBhzit2OMI](https://mail.google.com/mail/f-%5BANGjdJ8KLJP_fjGCXZGn1_gW3sKuu69IWfU_VQzldwunk47ImNCbHG7JKLF1KH2rrkNWr8a_xRkv-VJdMT6k%5D-fgeQpcxUGSrPDVHuoDBhzit2OMI)

Click the link in the confirmation email

OR

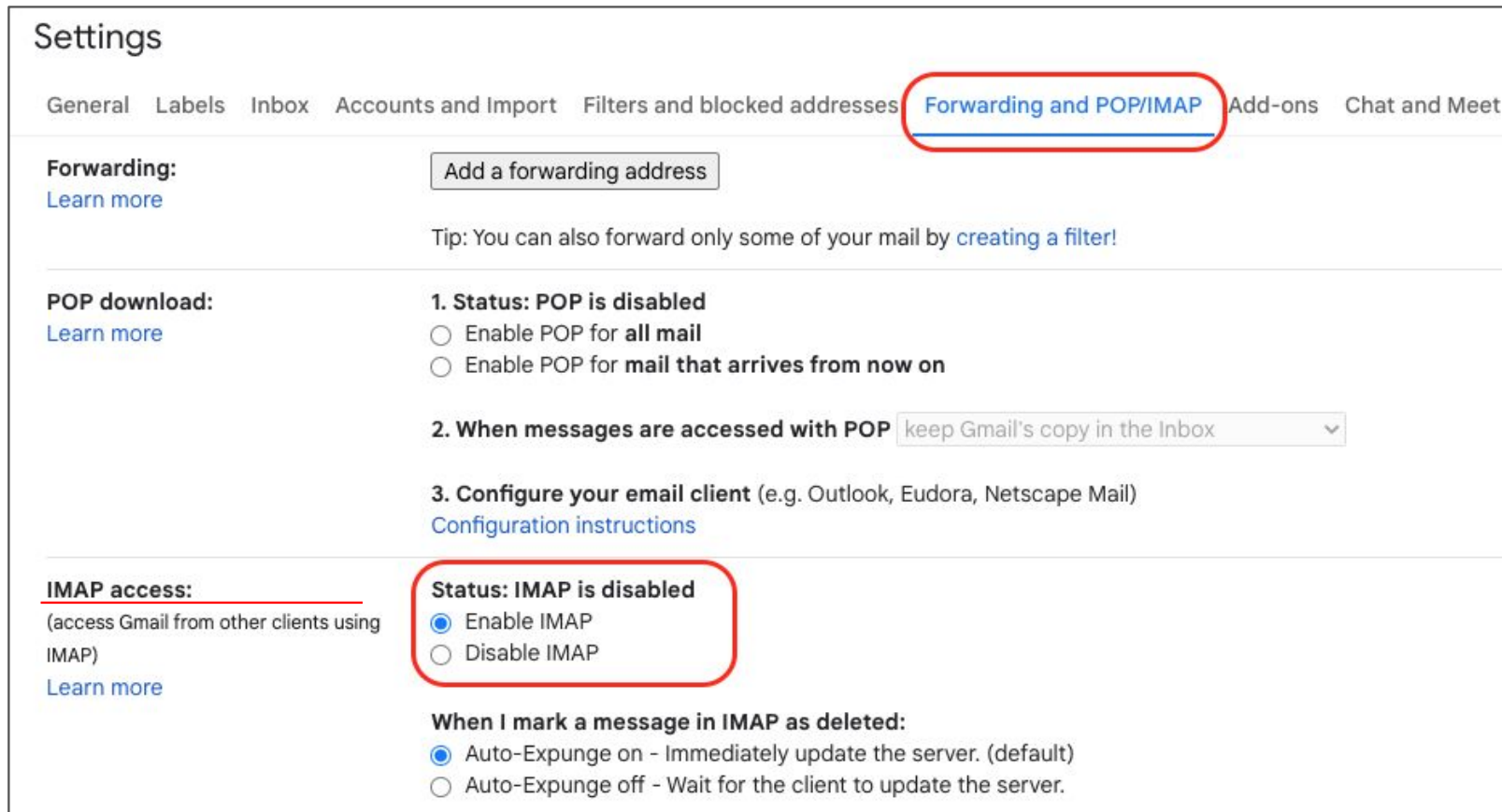
Enter and verify the confirmation code

**Verify**

[Close window](#)



- 9 Lastly if your wanting to set your emails up as IMAP(recommended).  
Go back into your settings page and click on the **‘forwarding and POP/IMAP’** tab.  
Find **‘IMAP access’** and underneath **‘Status: IMAP is disabled’** — Select **‘Enable IMAP’** then scroll to the bottom of the page and select **‘Save changes.’**



The screenshot shows the Gmail Settings interface. At the top, the 'Settings' title is followed by a navigation bar with tabs: 'General', 'Labels', 'Inbox', 'Accounts and Import', 'Filters and blocked addresses', 'Forwarding and POP/IMAP' (highlighted with a red circle), 'Add-ons', and 'Chat and Meet'. Below the navigation bar, the 'Forwarding' section is visible, including a button to 'Add a forwarding address' and a tip about creating a filter. The 'POP download' section follows, with three numbered steps: 1. 'Status: POP is disabled' (with radio buttons for 'Enable POP for all mail' and 'Enable POP for mail that arrives from now on'), 2. 'When messages are accessed with POP' (with a dropdown menu set to 'keep Gmail's copy in the Inbox'), and 3. 'Configure your email client' (with a link to 'Configuration instructions'). The 'IMAP access' section is highlighted with a red circle and contains the text '(access Gmail from other clients using IMAP)'. Underneath, the 'Status: IMAP is disabled' section is also highlighted with a red circle, showing two radio button options: 'Enable IMAP' (which is selected) and 'Disable IMAP'. Below this, the 'When I mark a message in IMAP as deleted:' section has two radio button options: 'Auto-Expunge on - Immediately update the server. (default)' (selected) and 'Auto-Expunge off - Wait for the client to update the server.'.



ActiveHost is the dedicated website hosting subsidiary of Activate.



PH. +64 03 961 1106 E. [support@activehost.co.nz](mailto:support@activehost.co.nz) W. [activehost.co.nz](http://activehost.co.nz)