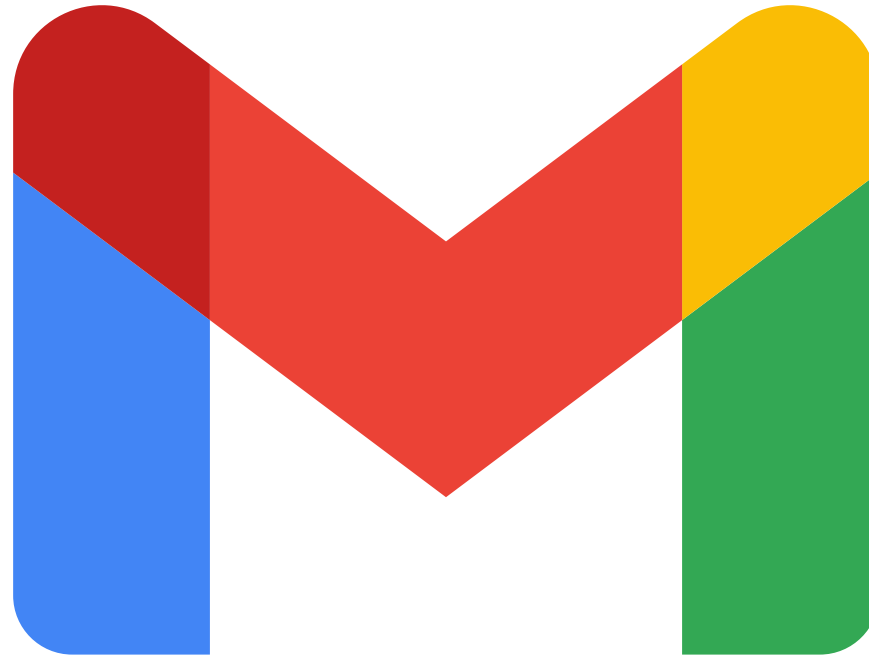


HELP GUIDES - EMAIL SETUP



Gmail

This was set up using Gmail app on iPhone 11
Example email used was: you@yourdomain.co.nz

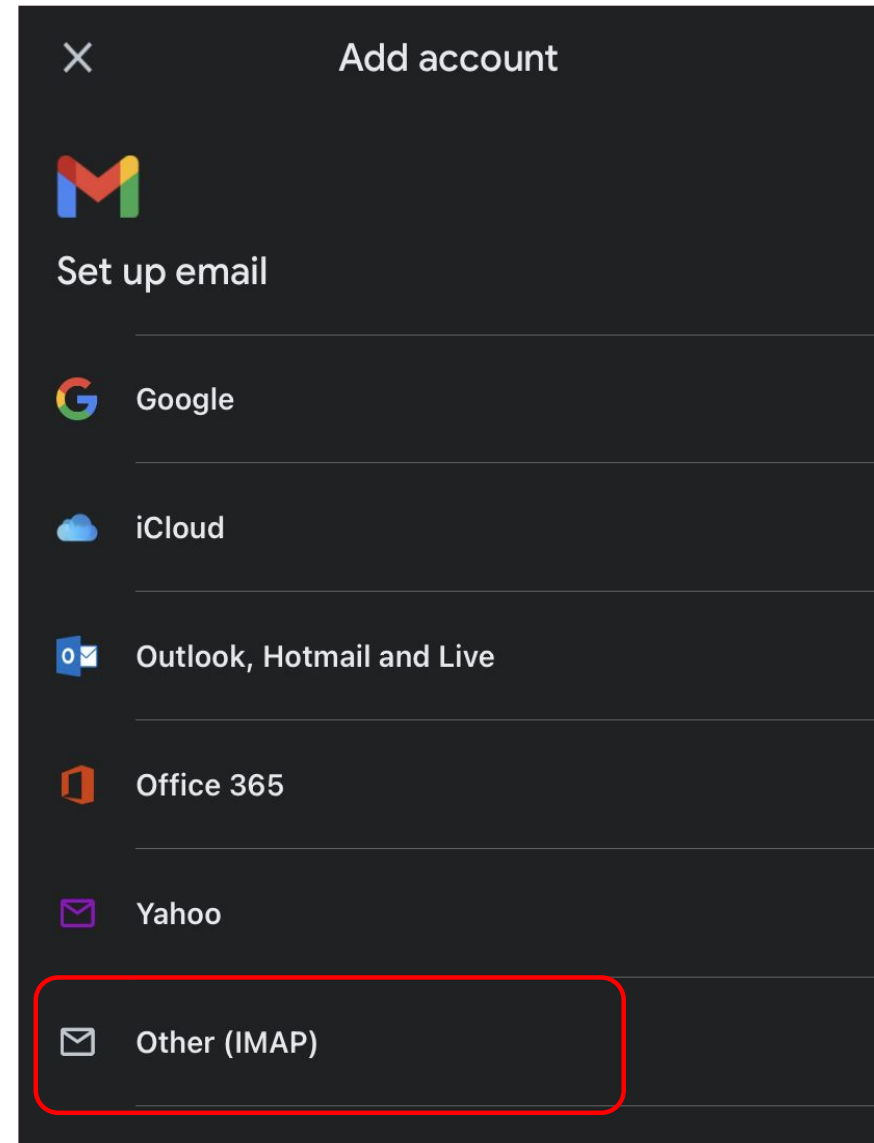
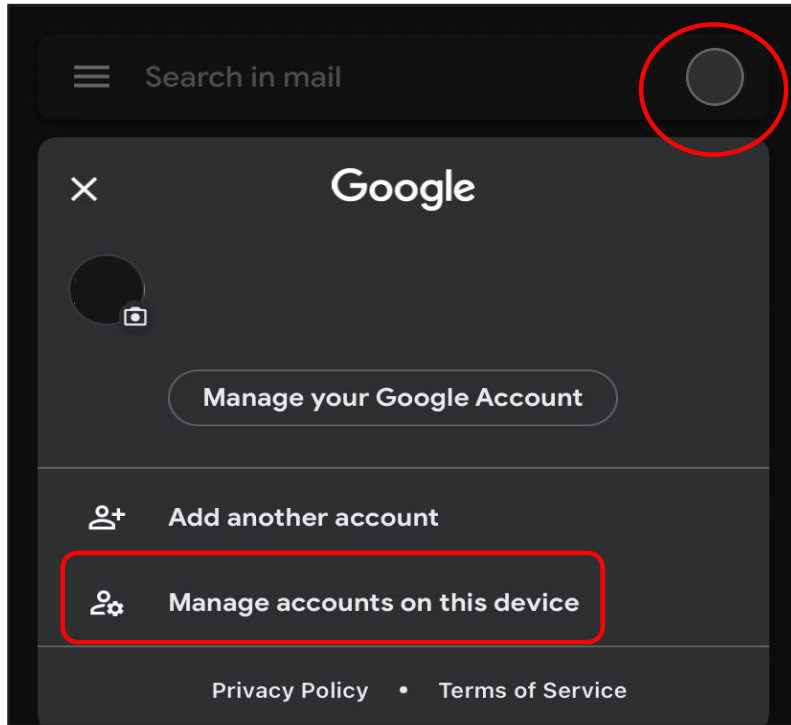


KEYWORDS AND PHRASES

- **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](#)
- **Incoming Mail Server:** The place where your email is received.
- **Outgoing Mail Server:** The place where your email is sent from.




- 1 Open the Gmail app and select 'Add an accounts' then choose 'Other (IMAP)' from the list.




- 2 Enter your **full email address** (including what comes after the @ symbol) and tap **'Next.'**

< Add account Next



Add your email address

 Other (IMAP)

Email address

you@yourdomain.co.nz

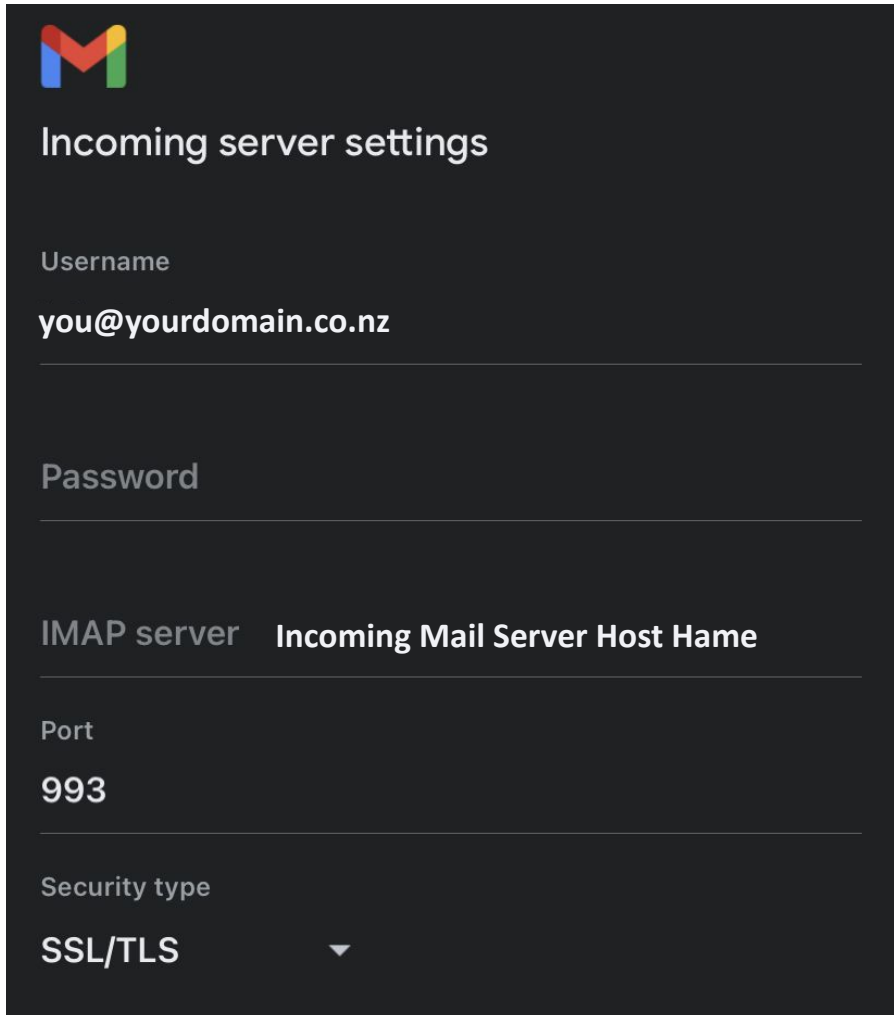



3 Enter the following **Incoming Mail Server Settings**:

- **User name:** Your full email address.
(Including what comes after the @ symbol.)
- **Password:** Your email password you entered in Step 2.
- **IMAP Server:** this is your incoming mail server host name, please check your login details sent to you by our support team at ActiveHost.*
- **Port:** 993
- **Security type:** SSL/TLS

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

support@activehost.co.nz





Incoming server settings

Username
you@yourdomain.co.nz

Password

IMAP server Incoming Mail Server Host Name

Port
993

Security type
SSL/TLS ▼

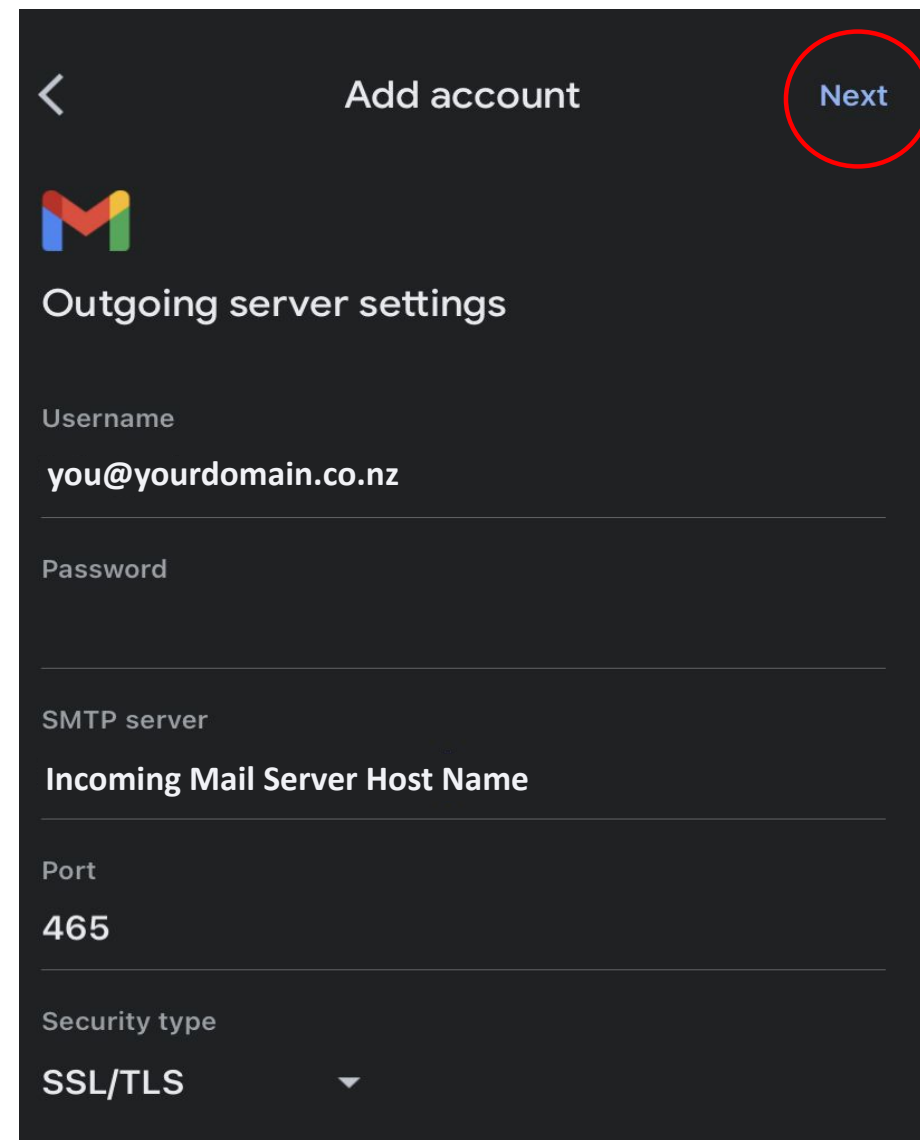


4 Enter the following **Outgoing Mail Server Settings**:

- **Username:** Your full email address.
(Including what comes after the @ symbol.)
- **Password:** Your email password you entered in Step 2.
- **SMTP Server:** this is your outgoing server host name please check your login details sent to you by our lovely support team at activate design.*
- **Port:** 465
- **Security type:** SSL/TLS

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

support@activehost.co.nz

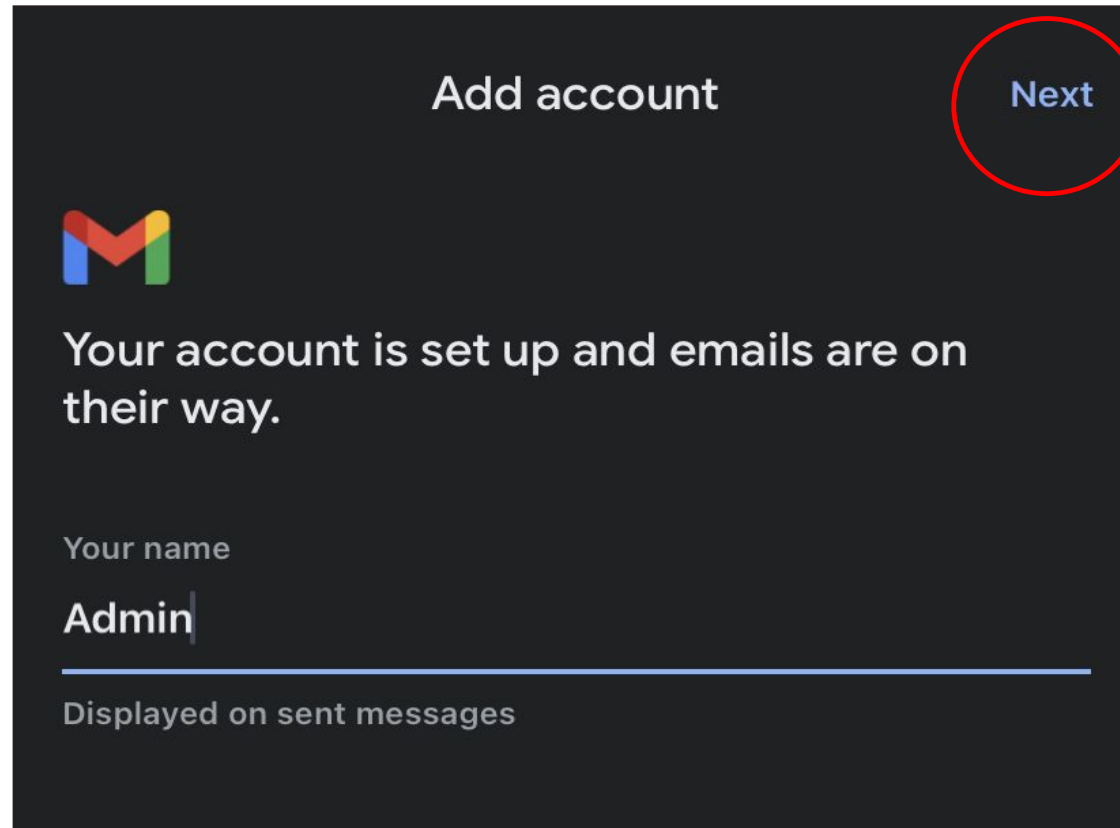


The screenshot shows a dark-themed mobile interface for adding an email account. At the top right, a 'Next' button is circled in red. Below the Gmail logo, the title 'Outgoing server settings' is displayed. The form contains the following fields:

- Username:** you@yourdomain.co.nz
- Password:** (empty)
- SMTP server:** (empty)
- Incoming Mail Server Host Name:** (empty)
- Port:** 465
- Security type:** SSL/TLS (with a dropdown arrow)

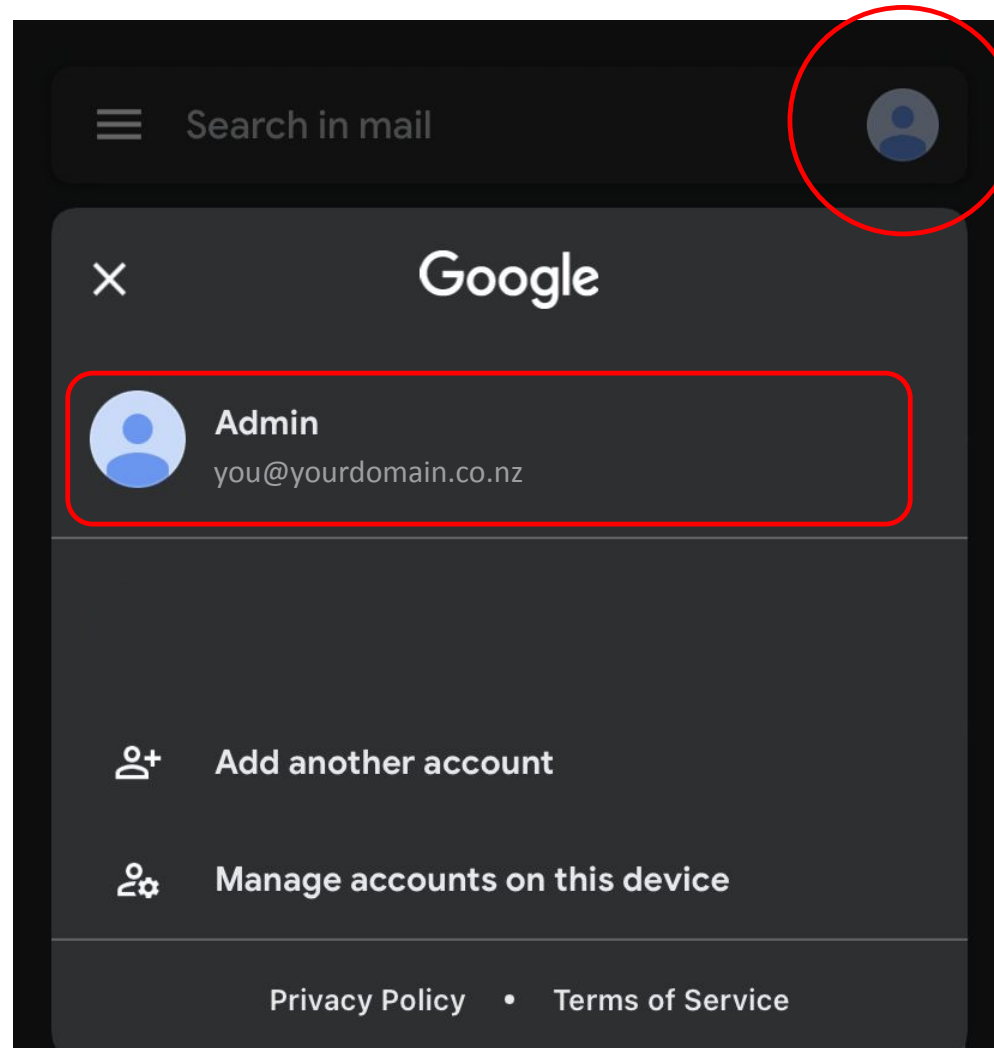


- 5 Enter your name as you want it to appear in your emails (such as your actual name or 'Admin') and tap **'Next.'** Your account will now be added to your Gmail app



- 6 To locate your account, tap the drop-down menu in the top-right corner of the app.

If you have any issues or questions during this process, feel free to contact ActiveHost support for assistance: support@activehost.co.nz



ActiveHost is the dedicated website hosting subsidiary of Activate.



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