## How to integrate your MUG email with your Gmail account

Log into your Gmail account using your login and password. Click on the cogwheel/gear icon and in the menu click the **Settings** tab.



In the Settings menu click the Labels tab. Next click Create new label button on the bottom of the menu.

General	Labels	Inbox	Accounts	Filters	s	Forwarding and POP/IMAP
System I				Show i	in I	label list
Starred				show	hi	ide
Importar	nt			show	hi	ide
Chats				show	hi	de
Circles				Show i	in I	label list
Circles				show	hi	de
🔘 Znaj	omi			show	hi	de
O Roda	zina			show	hi	de
O Dals	i znajomi			show	hi	de
O Obse	erwowani			show	hi	de
Labels	e new labe			Show i	in I	label list ▼

Type the name of the label, eg. "MUG" and click the "**Create**" button.

New Label		
Please enter a	new label name:	
MUG		
in nest label u	Inder:	
		•
Create	Cancel	

In the menu select the Accounts tab and click on the link Add a POP3 mail account you own.

General Labels Inbox Accounts Filters Forwar	rding and POP/IMAP Chat Web Clips Labs Offline Themes
Change account settings:	Change password Change password recovery options Other Google Account settings
Send mail as: (Use Gmall to send from your other email addresses) Learn more	Jan Kowalski <test.gumed@gmail.com> Add another email address you own</test.gumed@gmail.com>
Check email from other accounts (using POP3): Learn more	Add a POP3 mail account you own
Using Gmail for work?	Companies can power their email with Gmail for businesses. Learn more
Grant access to your account:	Add another account
Learn more	Mark conversation as read when opened by others Leave conversation as unread when opened by others
Add additional storage:	You are currently using 0 GB (0%) of your 15 GB. Need more space? Purchase additional storage

In the new window, type your full MUG email address and click on the **Next step** button.

	mail.google.com - mail.google.com	
Add a mail acco	int you own	
Enter the email a (Note: You may add	dress of the account to get mail from 5 more of your accounts)	
Email addrets: pra	ownik@gumed.edu.pl Cancel Next Step »	

Next, enter your MUG email username and password. Next, set all the incoming mail server settings exactly like shown in the picture below. Afterwards, click the **Add account** button.

	mail.google.com - mail.google.com
dd a mail	account you own
Enter the n	nail settings for pracownik@gumed.edu.pl. <u>Learn more</u>
Emai	il address: pracownik@gumed.eou.pi
ι	Jsername: pracownik
F	Password:
PC	DP Servec: poczta.gumed.edu.pl - Port: 995 -
	Deave a copy of the retrieved message on the server. Learn more
	Always use a secure connection (SSL) when retrieving mail.Learn more
	Label incoming messages: MUG
	Archive incoming message (Shinthe Inbox)
	Cancel ( Back Add Account »

In the new window, select **Yes**, **I want to be able to send mail as** ...@gumed.edu.pl and click the **Next step** button.

mail.google.com - mail.google.com	
Vour mail account has been added.	
You can now retrieve mail from this account. Would you also like to be able to send mail as pracownik@gumed.edu.pl?	
Yes, I want to be able to send mail as pracownik@gumed.edu.pl. No (you can change this later) Next Step »	

Enter your first and last name (it will be shown as the sender of your emails), select **Treat as an alias** and click the **Next step** button.

mail.google.com - mail.google.com	
other email address you own	
nformation about your other email address. me and email address will be shown on mail you send)	
Nane: Jan Kowalski	
reat as an alias. Learn more	
Specify a different "reply-to" address (optional)	
Cancel Next Step »	
o m E	mail.google.com - mail.google.com ther email address you own formation about your other email address. le and email address will be shown on mail you send) Name: Jan Kowalski mail address: pracownik@gumed.edu.pl I reat as an alias. Learn more Specify a different "reply-to" address (optional) Cancel Next Step »

Once again enter your MUG email username and password, set the outgoing server settings as shown below and click the **Add account** button.

	mail.google.com -	mail.google.com
Add another ema	ail address you own	
Send mail through	your SMTP server?	
When you send mail through gumed.edu.p Send through Gr Send through gu SMTP Server Username	as pracownik@gumed.edu. of SMTP servers. mail (easier to set up) umed.edu.pl SMTP servers <u>Learr</u> poczta.gumed.edu.pl	pl, the mail can either be sent through Gmail or <u>1 more</u> Port: 465 •
Passwold		
	Secured connection using	SSL (recommended)

Open a new browser window. In that window, go to this address <u>https://webmail.gumed.edu.pl/</u> and log into your MUG email. In your inbox you will see a message from the **Gmail Team**. Copy the **confirmation code** written in that message.

MEDIO	CAL UNIVERSITY OF GDAŃSK	Mail 🚺
	🜌 📝 🖂 · 📷 · 🥥 🚉 🍥 🚳 ·	
Folders	🛱 Subject	🔻 🍀 From
Inbox (1)	Gmail Confirmation - Send Mail as pracownik@gumed.edu.pl	Gmail Team
🖉 Drafts		
Sent Sent		
Junk 3		
Deleted Items		
	Select: 🗐 🗑 🕷 🗋 Threads: 🕞 🕼 🔄 Show preview pane: 🗹	
	Subject Gmail Confirmation - Send Mail as pracownik@gumed.edu.pl	
	From Gmail Team 1	
	To pracownik@gumed.edu.pl &	
	Date Today 07:24	
	You have requested to add procownik@gumed.edu.pl to your Gmail account. Confirmation code: 296391946	
	Before you can send mail from pracownik@gumed.edu.pl using your Gmail account (test.gumed@gmail.com), please click the link below to confirm your request:	
	<pre>https://mail.google.com/mail/f-4e47e396fd-pracownik%40gumed.edu.pl-jumwlvBCUAccr0d2ruYEZ4-3Bnc</pre>	
	If you click the link and it appears to be broken, please copy and	
	paste it into a new browser window. If you aren't able to access the	
	link, please log in to your Gmail account and click 'Settings' at the	
	Open the 'Accounts' tab and locate the email address you'd like to add	
	in the'Send mail as:' section. Then, click 'Verify' and enter your confirmation code: 296391946	
	Thanks for using Gmail!	
	Yours sincerely,	
	The Gmail Team	

Paste or enter the confirmation code into the text field and click the **Verify** buton.

mail.google.com - mail.google.com
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 pracownik@gumed.edu.pl. [ <u>Resend email]</u> To add your email address, do one of the following:
Click the link in the confirmation email
Close window

You have now integrated your MUG email with your Gmail account.

From now on, when you write a new message in Gmail, you can choose whether it will be sent from your Gmail address or your MUG address.

