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.
Type the name of the label, eg. „MUG” and click the „Create” button.

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

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

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

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

Open a new browser window. In that window, go to this address https://webmail.gumed.edu.pl/ 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.
Paste or enter the confirmation code into the text field and click the Verify button.

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.