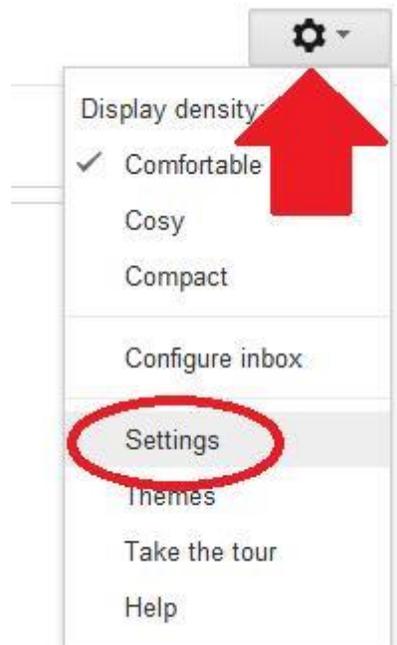
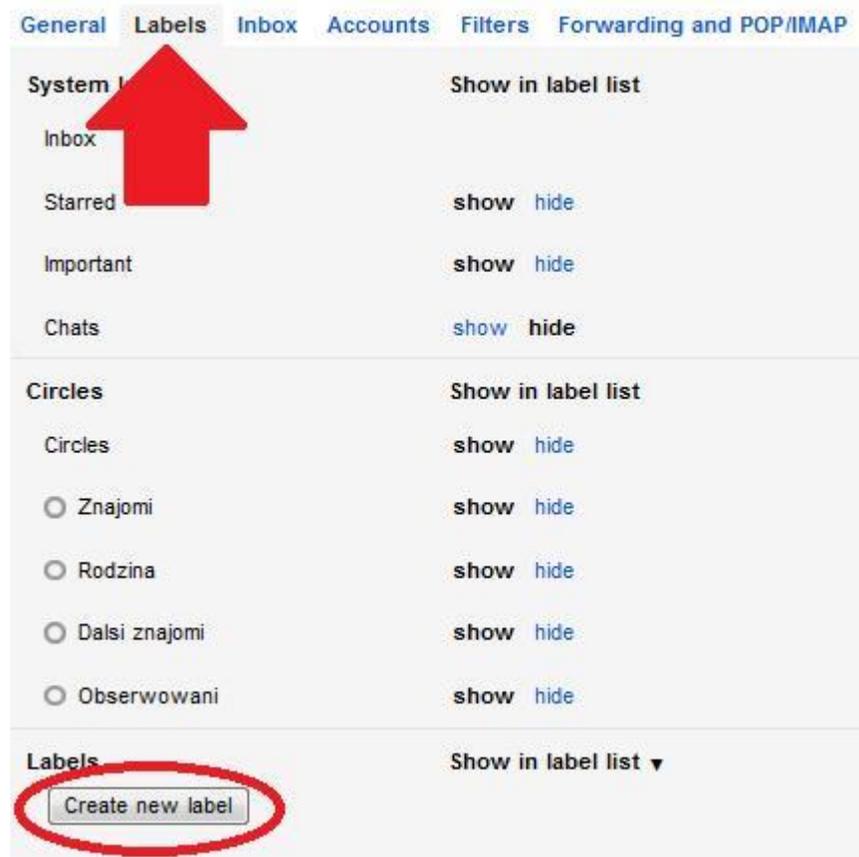


How to integrate your MUG email with your Gmail account

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.



New Label

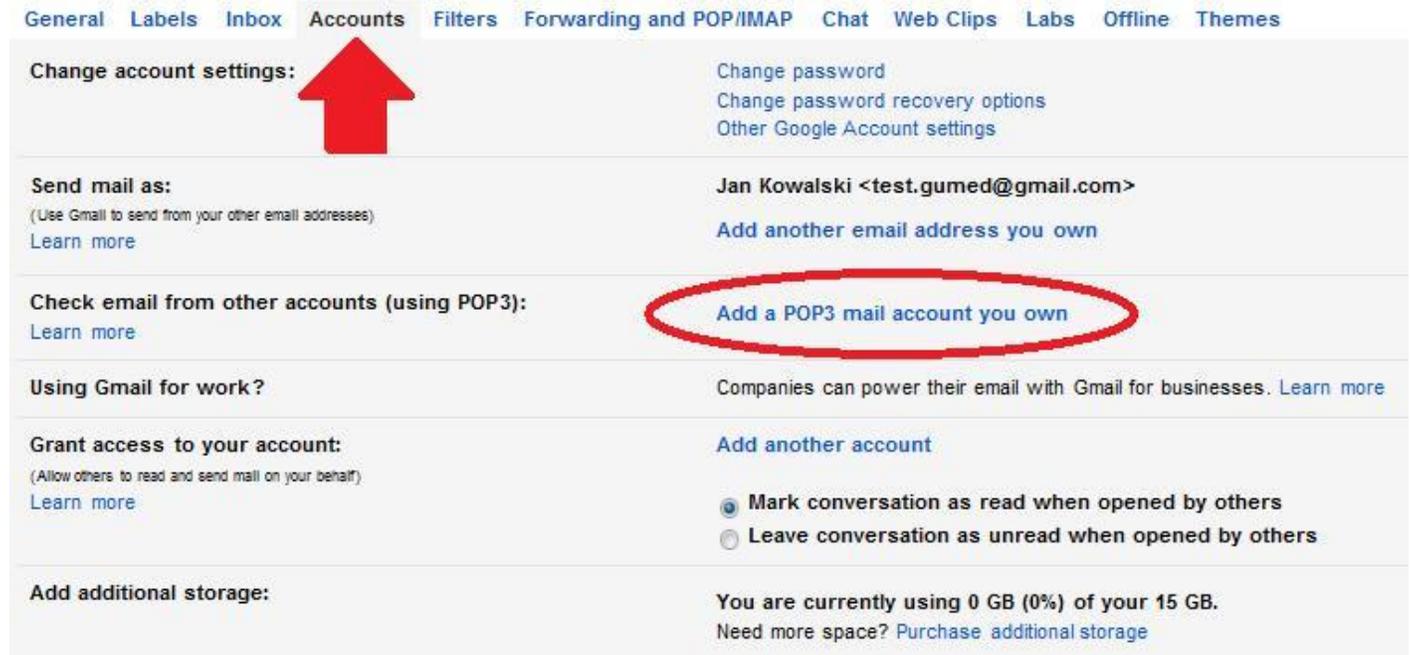
Please enter a new label name:

MUG

Nest label under:

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 Forwarding 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: Jan Kowalski <test.gumed@gmail.com>
(Use Gmail to send from your other email addresses)
Learn more Add another email address you own

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:
(Allow others to read and send mail on your behalf)
Learn more Add another account

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 account you own

Enter the email address of the account to get mail from
(Note: You may add 5 more of your accounts)

Email address: pracownik@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

Add a mail account you own

Enter the mail settings for **pracownik@gumed.edu.pl**. [Learn more](#)

Email address: **pracownik@gumed.edu.pl**

Username:

Password:

POP Server: Port:

Leave 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:

Archive incoming messages (Skip the Inbox)

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

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 **pracownik@gumed.edu.pl**?

Yes, I want to be able to send mail as **pracownik@gumed.edu.pl**.

No (you can change this later)

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

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)

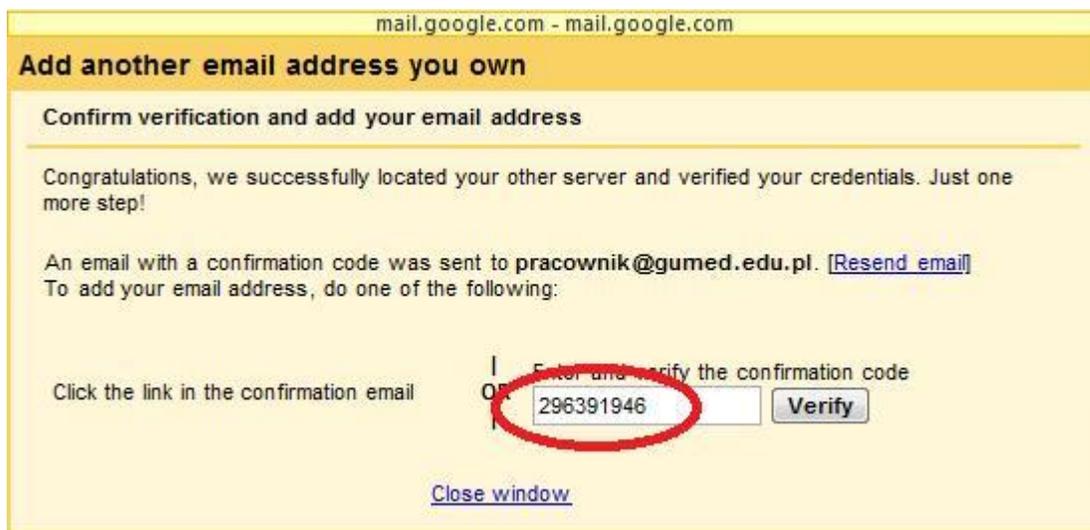
Name:

Email address:

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

[Specify a different "reply-to" address](#) (optional)

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



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. [\[Resend email\]](#)

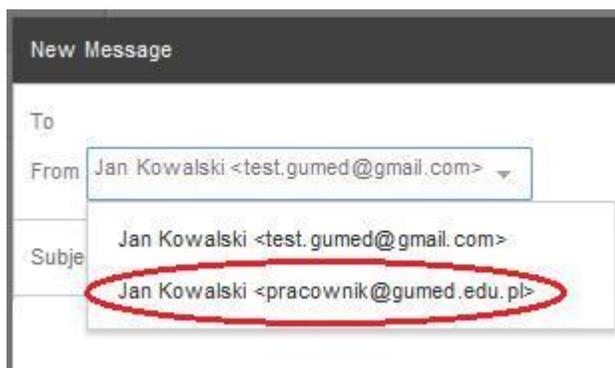
To add your email address, do one of the following:

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

[Close window](#)

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.



New Message

To

From: Jan Kowalski <test.gumed@gmail.com>

Subject: Jan Kowalski <test.gumed@gmail.com>

Jan Kowalski <pracownik@gumed.edu.pl>