

Set up an Email Account in Gmail

Setting up in Gmail

In Gmail, click Settings - the gear icon at top right of the messages list; then click the See All Settings button.

Under the Settings heading, there's a horizontal menu - click on *Accounts and Import* (fourth from the left).

First, set up under Check mail from other accounts:

Click *Add a mail account*

email address: your new address

Import emails from my other account (POP3) should be checked

Username: the full email address, not just the first part

Password: as above

Incoming Server: as above

POP3 Port: 995

Please check the box for *Leave a copy of retrieved message on the server*

If you want to be able to find messages to this address more easily, check the box that says *Label incoming messages* and put whatever label you want in the box.

Click *Add Account*

Then you have to set up the account again under the Send mail as section

email address: the full address

Check the box for Treat as an alias.

SMTP (outgoing) Server: as above

SMTP Port: 465

Username: full address

Password: As above

Use the *Secured connection using TLS* option

In that same *Send mail as:* section it says

When replying to a message:

- Reply from the same address the message was sent to
- Always reply from default address (currently xxxx@gmail.com)

(Note: You can change the address at the time of your reply. [Learn more](#))

Check *Reply from the same address the message was sent to*

Click the Gmail icon to go back to your messages (the envelope with the red M on it).

Folder for Messages (these instructions may be out of date)

Gmail calls them Labels.

Click Settings - the gear icon at top right of the messages list. Choose Settings from the menu. Under the Settings heading, there's a horizontal menu - click on Labels (second from the left). In here, if you like, you can Hide any of the labels you don't use. This is a good idea, since it will make it possible to see the labels you want to see.

At the bottom of the list is a section called Labels, and in there is a button *Create New Label*. Give your new label a name. Using the *Nest under* option, you could have sub-labels as well.

Click the Gmail icon to go back to your messages (the envelope with the red M on it).

Now in the left column, you can see the name of your new folder, or if you don't see names (Starred, Important, etc.) click the hamburger icon (3 horizontal lines) in the upper left, beside the Gmail icon.

If you hover on your new label, there's a 3-dot icon to the right of it. Click there to change the colour of your label - this is handy, I think.

Now you can drag messages to the new label, and see the messages in the folder by clicking the label.

If you click the All Mail icon in the left column, the messages with your label are displayed with the label and its colour.

To see the labels you chose to Hide when you were setting up your new label, click the More arrow at the bottom of the list of Labels.

(WHEW!!)

If you drag messages to the new label, they also stay in the inbox. So it might be better to select a message by clicking its check box, and then choose *Move to* from the horizontal list of icons above the message list (second from the right). You can move several messages at once using this method, and they don't stay in the inbox.

I don't see labels in the left list (Inbox, Starred, etc.) unless I scroll down in that list.