Adding email accounts to Your Mail Client

Link your address to Gmail (Web)

- 1. On your computer, open Gmail.
- 2. In the top right, click Settings 🍄 👌 See all settings.
- 3. Click the Accounts and Import or Accounts tab.
- 4. In the 'Check email from other accounts' section, click Add an email account.
- 5. Type the email address that you want to link, then click **Next**.
- 6. Select Link account with Gmail (Gmailify), then click Next.
- 7. Follow the steps on the screen, then click Next or Sign in.

After you've linked your account, 'Gmailify' will appear next to your email address. When you open Gmail, you'll be able to read, reply to and organise messages from your other account just like you do in Gmail.

Get Gmail features for your other email accounts - Computer - Gmail Help (google.com)

Link your address to Gmail (App)

- 1. On your iPhone/iPad, open the Gmail App
- 2. Click your icon (or the icon next to the search box) circled in red.



3. Select 'Add another account'.



4. Choose Other (IMAP).

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×	Add account			
	4			
	1			
Set	up email			
G	Google			
	iCloud			
0	Outlook, Hotmail and Live			
0	Office 365			
	Yahoo			
	Other (IMAP)			

5. Enter your email address to add then press next.

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0	ther (IMA	AP)												
Email ad	_{dress} aster@fr	intonwa	tonandd	istrict.o	org.uk									
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6. Enter your password for the address to add and the IMAP or Incoming server then click next.

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< Add account	Next
M	
Incoming server settings	
Username	
webmaster@frintonwaltonanddistrictu3a.org.uk	
Password	
••••••	
IMAP server	
mail.34sp.com	
Port	
993	
Security type	
SSL/TLS -	

7. Enter your SMTP or Outgoing server and click next

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< Add account	Next
M	
Outgoing server settings	
Username	
webmaster@rrintonwaltonandoistrictu3a.org.uk	
Password	
••••••	
SMTP server	
smtp.34sp.com	
Port	
465	
Security type	
SSI/TI S	

8. Now your email should be added

Add or remove your account

- 1. On your iPhone or iPad, open the Gmail app .
- 2. In the top right, tap your profile picture.
- 3. Tap Add another account.
- 4. Choose the type of account that you want to add. ...
- 5. Follow the instructions on the screen to add your account.

In the Add Account window, enter these values:

- 1. Your Name: The name you use with your Google Workspace Gmail account.
- 2. Email Address: Your Google Workspace Gmail address.
- 3. Account type: IMAP.
- 4. Incoming mail server: imap.gmail.com.
- 5. Outgoing mail server (SMTP): smtp.gmail.com.
- 6. User Name: Your Google Workspace Gmail address.

FWD Email on the web To access these mailboxes goto:

Webmail6.34sp.com :: Welcome to Webmail6.34sp.com

Enter your @FrintonWaltonAndDistrictu3a.org.uk email address and password

Alternatively you can access them via your preferred mail client (eg Outlook), it should find it automatically using an unsecured server if not you will need the following for a manual setup:

Yes you may need to set it up manually using: Email Information Mail type: IMAP Incoming Mail mail.34sp.com Outgoing Mail smtp.34sp.com

Gmail on the Web

Goto https://accounts.google.com/InteractiveLogin

Enter your Gmail email address, then click next or press enter/return.

Enter your Gmail password, then click next or press enter/return.

Viola your emails should appear.