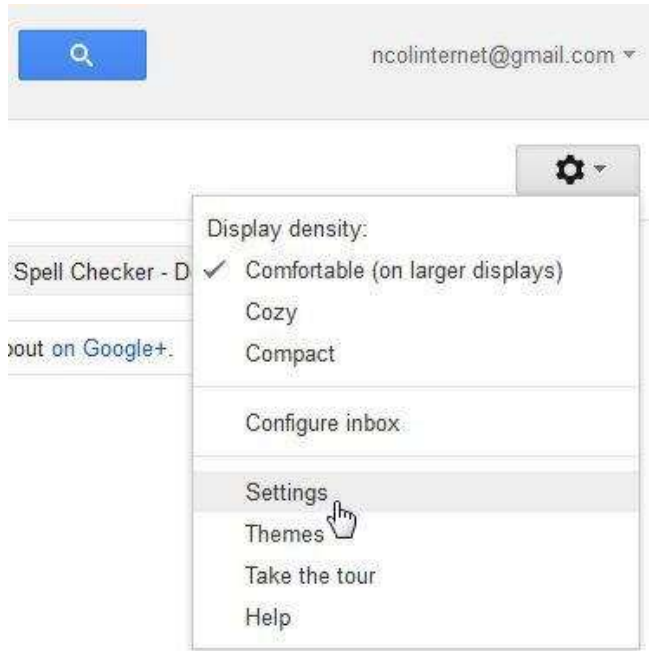


QUICK REFERENCE CARD FOR Configuring GMail to Store Mail and Sync Devices

NOTE: The following instructions are for configuring your NCOL Mail account to use GMail as a mail client.

Log on to your GMail account (or set up a new one if you wish to keep your email separate)

Find the gear icon located beneath your user name in the top right corner. Click on the gear icon to open the menu and then click **Settings**.



Find and open the **Accounts** tab in the top menu. In the **Send mail as** section click on **Add another email address you own**.

Settings



This will bring up a dialog box where you need to enter your **name** and your NCOL hosted **email address**.

Please make sure the checkbox labelled **Treat as alias** is not checked and then click **Next Step >>**.

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)

Now on this new dialog screen you need to configure GMail so it can send mail through NCOL's mail server.

Choose the radio button next to **Send through <your email domain name> SMTP servers**. In the **SMTP Server** field put **my.ncolmail.com**. The **Port** should be **587**. In the **Username** field put your full NCOL Mail email address. Put your **password** in the **Password** field. Finally leave the radio button next to **Secured connection using TLS** selected, then click **Add Account >>**.

Add another email address that you own

Send mail through your SMTP server?

When you send mail as **sample@ncolinternet.com**, the mail can either be sent through Gmail or through ncolinternet.com SMTP servers.

☐ Send through Gmail (easier to set up)

☒ Send through ncolinternet.com SMTP servers [Learn more](#)

SMTP Server: Port:

Username:

Password:

☒ Secured connection using **TLS** (recommended)

☐ Secured connection using [SSL](#)

☐ Unsecured connection

After clicking **Add Account** GMail will send a verification email to the address you are setting up. This email will include a verification code. Open the verification email in Web Mail (<https://my.ncolmail.com>) and copy the verification code and enter it into the dialog box as shown below.

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 **sample@ncolinternet.com**. [\[Resend email\]](#)
To add your email address, do one of the following:

Click on the link in the confirmation email OR Enter and verify the confirmation code

[Close window](#)

Once you have put the verification code into the dialog box, click the **Verify** button.

Now return to the **Account** tab under **Settings**. In the **Send mail as** section, find the setting under **When replying to a message**, and make sure to set it to **Reply from the same address the message was sent to**. See image below. This step will ensure that when email comes in to your NCOL hosted email address, replies will also go out from that address, not your GMail address.

Settings

The screenshot shows the Gmail 'Settings' page with the 'Accounts' tab selected. Under the 'Send mail as' section, the 'When replying to a message' option is highlighted with a red box. It is currently set to 'Reply from the same address the message was sent to'.

General	Labels	Inbox	Accounts	Filters	Forwarding and POP/IMAP	Chat	Web Clips	Lab
Change account settings: Change password Change password recovery options Other Google Account settings								
Send mail as: <small>(Use Gmail to send from your other email addresses) Learn more</small>								
NCOL Internet <ncolinternet@gmail.com> NCOL Sample <sample@ncolinternet.com> Not an alias. Mail is sent through: mail.ncolinternet.com Unsecured connection on port 25 Add another email address you own								
When replying to a message: <input checked="" type="radio"/> Reply from the same address the message was sent to <input type="radio"/> Always reply from default address (currently ncolinternet@gmail.com) <small>(Note: You can change the address at the time of your reply. Learn more)</small>								

Finally, log on to Web Mail (<https://my.ncolmail.com>) and in the bottom left corner click **Options**. Then, from the **Options** screen find the **Forwarding** section. Check the box next to **Enable forwarding** and write your GMail account address into the **Address you'd like to forward messages to** field. Click the **Save** button in the top tool bar save the change.

The screenshot shows the 'Forwarding' section of the Web Mail 'Options' screen. The 'Enable Forwarding' checkbox is checked. The 'Address you'd like to forward messages to' field contains the text 'ncolinternet@gmail.com'.

Forwarding
<input checked="" type="checkbox"/> Enable Forwarding (Select this box to enable forwarding)
<input type="checkbox"/> Retain Copy (Select this box to keep a copy of the message when a message is forwarded)
Address you'd like to forward messages to: ncolinternet@gmail.com

Congratulations! You have successfully setup your email account in GMail. From this point, you will be able to set up GMail on your mobile devices and your desktop mail client. To do this, use the GMail app available on many platforms, or IMAP connections for your desktop. Your email will be synchronized and available any time.