GMail Configuration for POP3

1. Logon to your Gmail Account. Click on this icon top right corner and select settings click “Accounts and Import”.
2. Click on “Add a POP3 mail account you own”.

3. Enter your email address. Then click “Next Step”.

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: exch7user@csudh.edu

Cancel  Next Step »
4. Populate the account information. Click on “Add Account”.

Add a mail account you own

Enter the mail settings for exch7user@csudh.edu. Learn more

Email address: **exch7user@csudh.edu**
Username: **exch7user**
Password: *******
POP Server: **owa.csudh.edu** ▼ Port: **995** ▼
- Leave a copy of retrieved message on the server. Learn more
- Always use a secure connection (SSL) when retrieving mail. Learn more
- Label incoming messages: **exch7user@csudh.edu** ▼
- Archive incoming messages (Skip the Inbox)

Cancel  « Back  Add Account »

5. Click “Next Step”.

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 exch7user@csudh.edu?

- Yes, I want to be able to send mail as **exch7user@csudh.edu**.
- **No** (you can change this later)

Next Step »
6. Click “Next Step”.

Add another email address you own

Send mail through your SMTP server?

When you send mail as **exch7user@csudh.edu**, the mail can either be sent through Gmail or through csudh.edu SMTP servers.

- Send through Gmail (easier to set up)
- Send through csudh.edu SMTP servers [Learn more]

[Buttons: Cancel, Back, Next Step]

7. Google will send you an email to confirm (verify). Once confirmed, you are done.