How to Add MyMail to Gmail Account

Step 1: Log in to your Gmail account via [www.gmail.com](http://www.gmail.com). Click on the pin wheel on the upper right-hand corner.

Step 2: Click on Settings.

Step 3: On the “Accounts and Import” tab click on “Add a POP3 mail account you own” under “Check mail from other accounts (using POP3)”. 

Step 4: Enter your full email address and then click on “Next Step”
Step 5: Enter the username and password used to login to MyMail.

Step 6: Click on the drop down menu and change the POP Server to “mymail.qc.cuny.edu”.

Step 7: Check the box for “Leave a copy of retrieved message on the server.”

Step 8: Check the box for “Label incoming messages:” and then click on “Add Account”. When successful it will state “Your mail account has been added”
Step 9: To allow Gmail to send emails as the MyMail account, select “Yes” and click on “Next Step”.

Step 10: Enter a name for the account, uncheck the box for “Treat as an alias” and click on “Next Step”.

Step 11: Enter the SMTP Server as: mymail.qc.cuny.edu. Enter the username and password to login to MyMail.

Step 12: Change the port to: 587.
Step 13: Click “Add Account” and proceed to the next step.

Step 14: A confirmation email will be sent to the MyMail account with a verification link and a confirmation code. Either click on the link to verify the account or enter the code and click on “Verify”.

Step 15: Verify the MyMail account is listed under “Send mail as” and “Check mail from other accounts” If so, congratulations the account is now added successfully.