

Add non-Gmail email accounts to Gmail

Instructions for setting up non-Gmail email account in Gmail on Android phone and in the web browser. This adds the email account to your existing Gmail interface so you can send and reply to email with the additional account along with your existing email. This will combine the email in your Inbox, but you can use the label defined to filter the new email and manage it. This does not setup a separate Inbox for the new account.

If you want to see all your email in your Gmail interface on your phone and web browser on your computer you are in the right place.

IMPORTANT! You need access to the email account BEFORE you set up it up in Gmail so you can get the verification codes sent by Google. That could be a webmail interface, or another email program. You will need the following info from your email administrator:

- **Email address (like user@example.org)**
- **Username (often like example_user)**
- **Password**

Android Phone – Gmail app

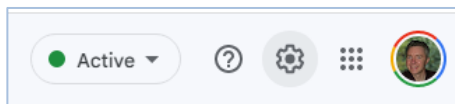
Note, depending on your android phone and Google's ever-changing user interfaces, some of these steps may be out of order

1. On an Android phone, open Gmail.
2. Click the little 3 horizontal bar icon to open the menu
3. Scroll down to the bottom and click the little gear icon for "Settings"
4. Choose **"Add an account"**
5. Select **"IMAP"** when asked "What type of account is this"
6. Enter email address, like user@example.org
7. Click **"manual setup"** at the bottom when given the option.
8. Carefully enter the Password you were given, then next
9. **NOTE:** Google's default guess is incorrect and will have to be changed. Double check all values in the end as later changes can effect earlier entries in the form.
 - a. **Username (NOT email address):** usually <domain>_<account> i.e. example_user for user@example.org
 - b. **Password:** (as given by your admin)
 - c. **Server:** mail.us.opalstack.com
10. Hit next.
11. You should get to a screen called **"Outgoing Server Settings"**. Again, you'll need to change the default values to these correct ones
 - a. **Username (NOT email address):** <domain>_<account> example_user as above
 - b. **Password:** (as given by your admin)
 - c. **SMTP Server:** smtp.us.opalstack.com
12. Hit Next.
13. You should get to a screen called **"Account Options"**

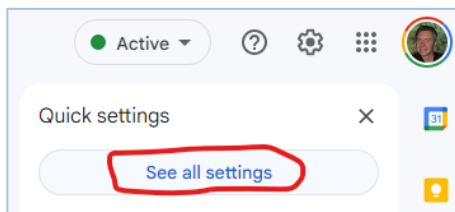
- a. Sync frequency: select "Every 15 minutes" or the shortest available time from the drop-down list.
 - b. There are 3 check boxes, All three should be **checked**.
 - i. Notify me when email arrives
 - ii. sync email for this account
 - iii. Automatically download attachments when connected to Wi-Fi
14. Hit Next
15. New screen: "**Your account is set up and email is on its way!**" There are 2 editable fields, which you can leave alone.
 - a. "Account name(optional)": prefilled the email address
 - b. "Your name:" prefilled with Gmail account holder's name and will be "Displayed on sent messages"
16. Hit Next
17. This should take you back to the main settings screen, where you will see your new email account is listed alongside any others you have
 - General Settings
 - primary@gmail.com – your existing Gmail account
 - **user@example.org – the new email account**
 - add account
18. IF, at any point, Google sends you a verification code, go to the non-Gmail email to get the code, then enter it on your android device when prompted.
19. Congratulations! You can now use Gmail on your android phone to send and receive your non-Gmail email.
20. To see how to DELETE this account when you're done with it, scroll down to the bottom of this document.

Computer – Gmail web interface

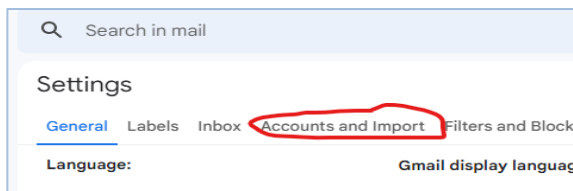
1. Sign into your Gmail account on your computer.
2. Click the little gear icon in the upper right corner



3. Select "See all settings"



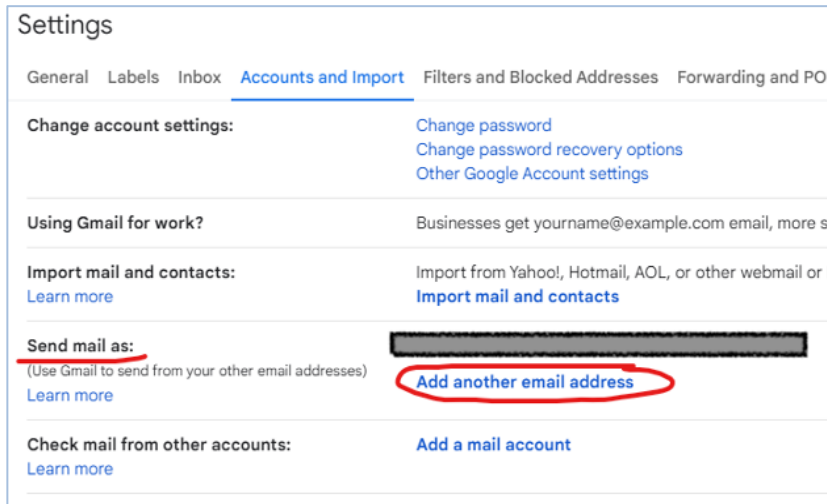
4. Select the "Accounts and Import" tab



Setup Sending email:

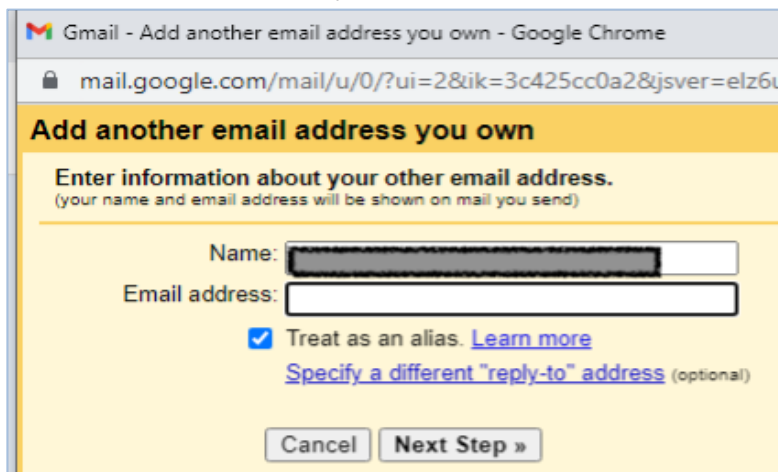
1. It's important to do these next steps in the correct order. First, we have to authorize sending email from this new address.

In the **"Send mail as"** section, select **"Add another email address"**



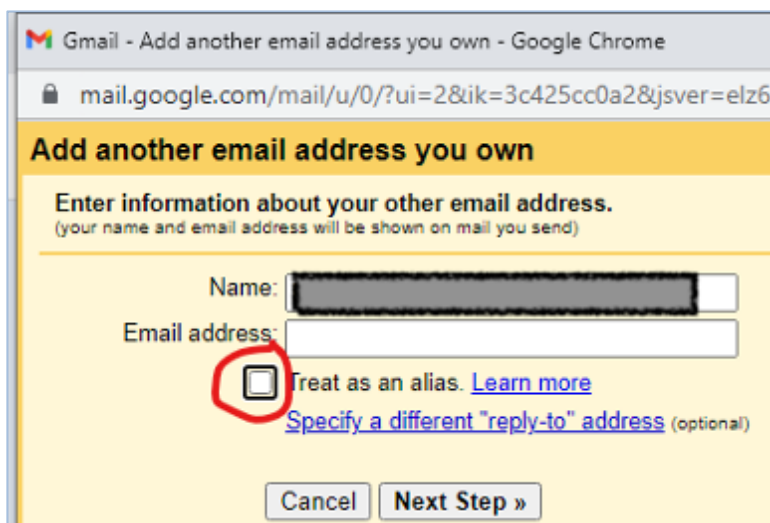
The screenshot shows the Gmail Settings page with the 'Accounts and Import' tab selected. Under the 'Send mail as:' section, the 'Add another email address' link is circled in red. Other visible options include 'Change account settings:', 'Using Gmail for work?', 'Import mail and contacts:', and 'Check mail from other accounts:'.

2. An old-fashioned looking pop-up window will appear. It will look like this.
NOTE. We will be changing most of the "default" settings during this process, so follow these instructions carefully!



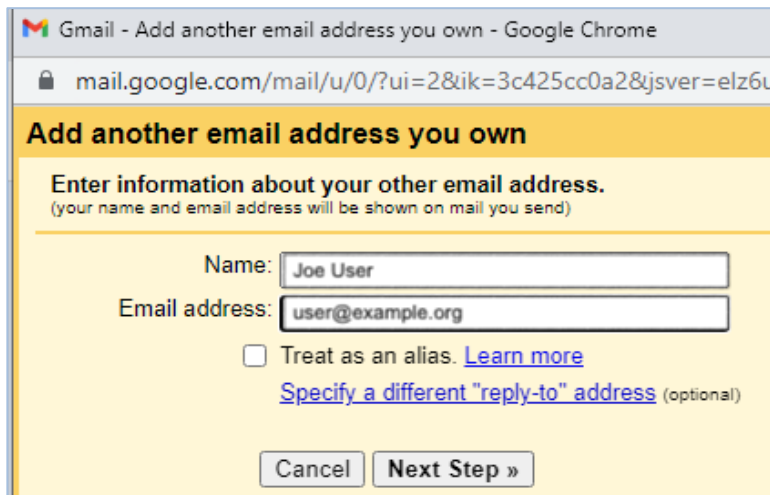
The screenshot shows a pop-up window titled 'Add another email address you own'. It prompts the user to 'Enter information about your other email address.' with fields for 'Name:' and 'Email address:'. The checkbox 'Treat as an alias.' is checked. There are 'Cancel' and 'Next Step »' buttons at the bottom.

3. Click "treat as an alias" OFF



This screenshot is identical to the previous one, but the 'Treat as an alias.' checkbox is now unchecked and circled in red. The 'Next Step »' button remains visible.

4. Enter the non-Gmail email address you want to add. (user@example.org)



Gmail - Add another email address you own - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=3c425cc0a2&jsver=elz6u

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](#)

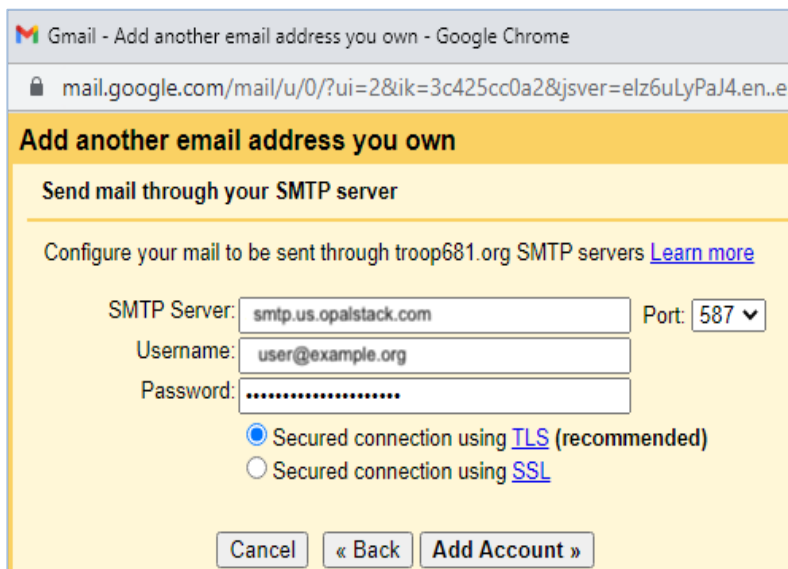
[Specify a different "reply-to" address](#) (optional)

5. Hit "Next Step"

6. **SMTP server:** mail.us.opalstack.com

Password: type it in plain text somewhere and copy and paste it.

Username is NOT the email address!



Gmail - Add another email address you own - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=3c425cc0a2&jsver=elz6uLyPaJ4.en..e

Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through troop681.org SMTP servers [Learn more](#)

SMTP Server: Port:

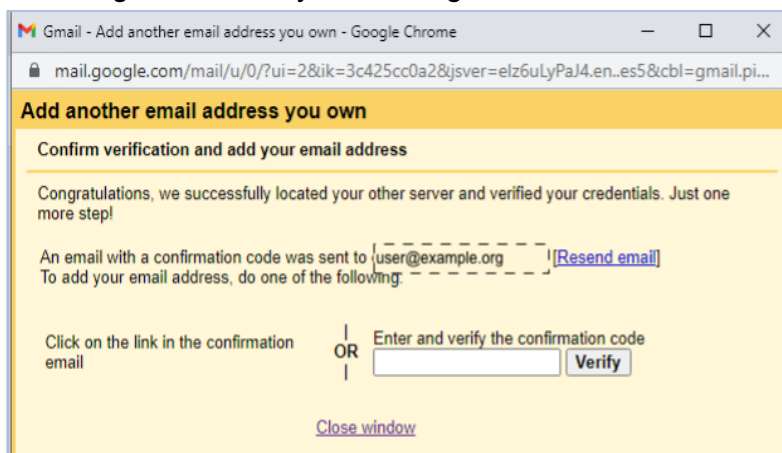
Username:

Password:

☒ Secured connection using [TLS](#) (recommended)

☐ Secured connection using [SSL](#)

7. Click "Add Account". If you've entered everything correctly, after a brief pause for "checking credentials" you should get to this screen:



Gmail - Add another email address you own - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=3c425cc0a2&jsver=elz6uLyPaJ4.en..es5&cbl=gmail.pi...

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 [\[Resend email\]](#)

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](#)

8. Check your non-Gmail email account for the confirmation code. You can click the link provided or copy and paste the confirmation code and click the Verify button.
9. Back in your Gmail Settings>>See all settings>> Accounts and Import tab, this is what you should see if you're successful.

Import mail and contacts:
[Learn more](#)

Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.
[Import mail and contacts](#)

Send mail as:
(Use Gmail to send from your other email addresses)
[Learn more](#)

Joe User <joe.user@gmail.com>
Joe User <user@example.org>
Not an alias.
Mail is sent through: SMTP.us.opalstack.com
Secured connection on port 587 using TLS

[Add another email address](#)

When replying to a message:

☒ Reply from the same address the message was sent to
☐ Always reply from default address (currently: [redacted])
(Note: You can change the address at the time of your reply. [Learn more](#))

Check mail from other accounts:
[Learn more](#)

[Add a mail account](#)

10. Click **“Reply from the same address the message was sent to”**. This reduces confusion.
11. Now you can SEND email as the user@example.org (non-Gmail) email address using the Gmail interface on your computer. But we're not done yet!

Setup Receiving email

1. Now we need to set up your Gmail interface to READ incoming emails sent to the user@example.org address. This is a very similar process. You'll stay in the same settings screen you accessed via (little Gear icon>>See all settings>> Accounts and Import tab
2. Select **“Add a mail account”** in the **“Check mail from other accounts”** section.

[Add another email address](#)

When replying to a message:

☒ Reply from the same address the message was sent to
☐ Always reply from default address (currently: eric.fredrickson@gmail.com)
(Note: You can change the address at the time of your reply. [Learn more](#))

Check mail from other accounts:
[Learn more](#)

[Add a mail account](#)

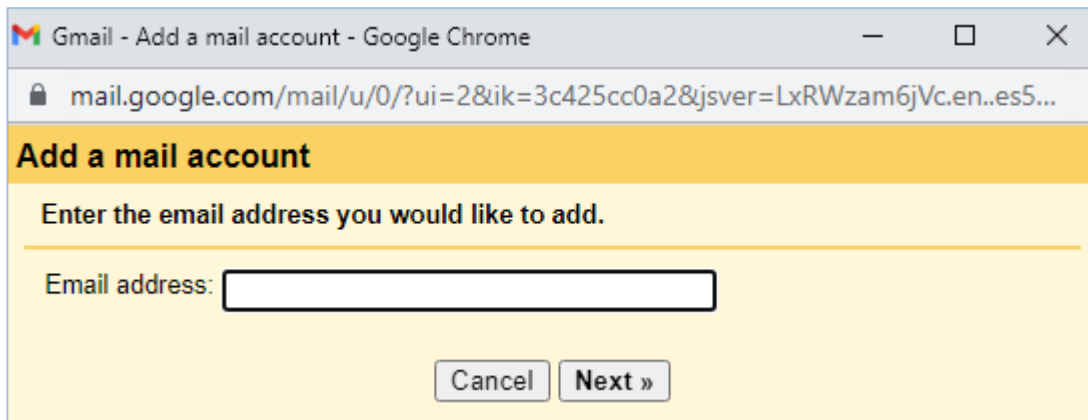
Grant access to your account:
(Allow others to read and send mail on your behalf)
[Learn more](#)

[Add another account](#)

Mark as read

☒ Mark conversation as read when opened by others
☐ Leave conversation unread when opened by others

3. You'll see another old-fashioned pop-up window.



Gmail - Add a mail account - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=3c425cc0a2&jsver=LxRWzam6jVc.en..es5...

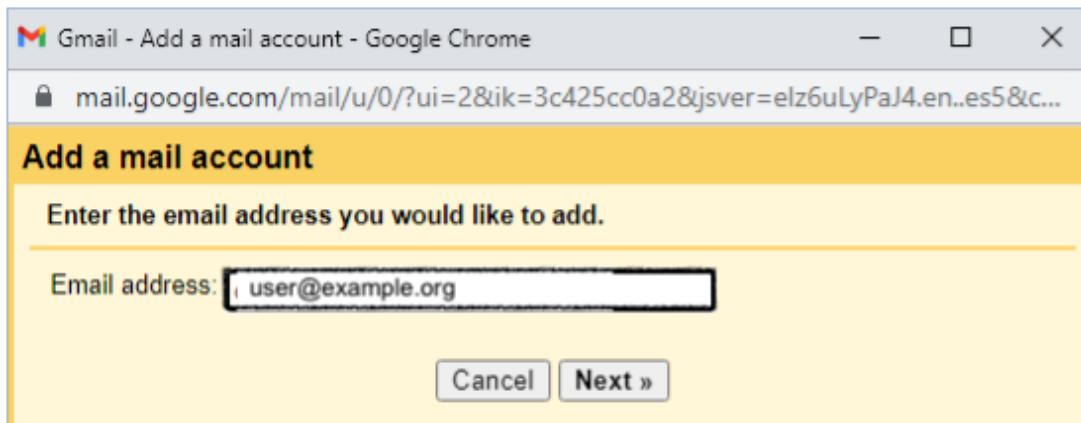
Add a mail account

Enter the email address you would like to add.

Email address:

Cancel Next »

4. Enter the email address



Gmail - Add a mail account - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=3c425cc0a2&jsver=elz6uLyPaJ4.en..es5&c...

Add a mail account

Enter the email address you would like to add.

Email address:

Cancel Next »

5. Hit Next, which will bring you to this screen:

More about Gmailify'. There are two radio button options: 'Link accounts with Gmailify' (unselected) and 'Import emails from my other account (POP3)' (selected). Below the options are 'Cancel', '« Back', and 'Next »' buttons." data-bbox="176 503 842 752"/>

Gmail - Add a mail account - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=3c425cc0a2&jsver=elz6uLyPaJ4.en..es5&c...

Add a mail account

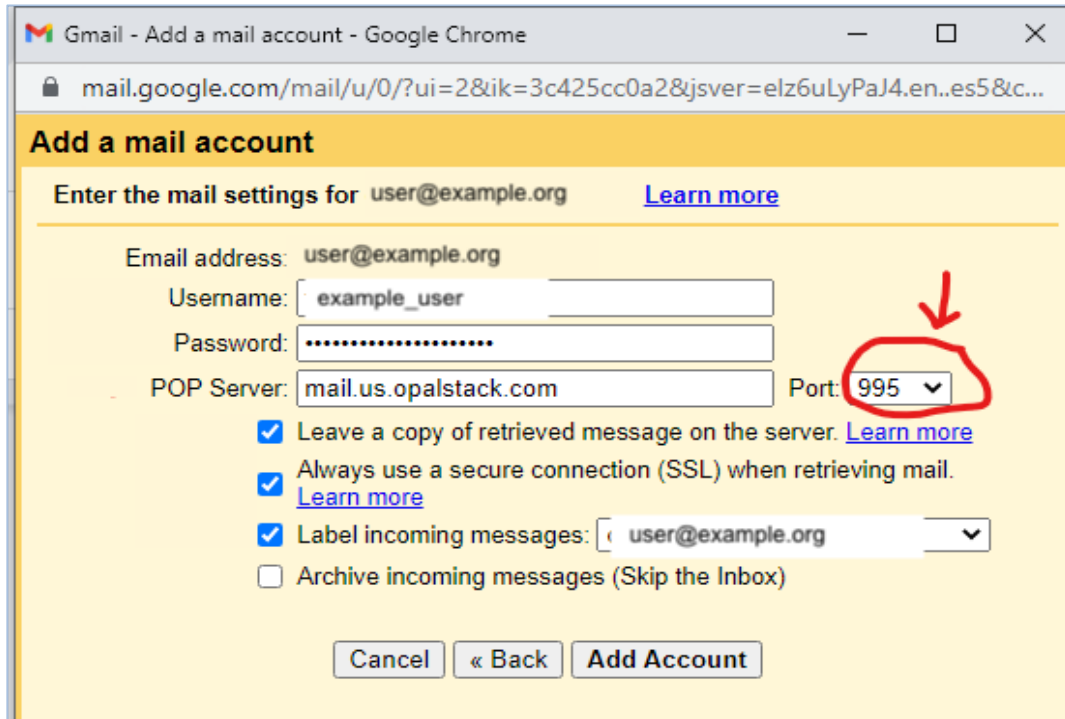
You can either import emails from outings@troop681.org to your Gmail inbox, or link the accounts using Gmailify. With Gmailify, you keep both email addresses but can manage emails from both using your Gmail inbox. [More about Gmailify](#)

☐ Link accounts with Gmailify
Gmailify is not available for this provider.

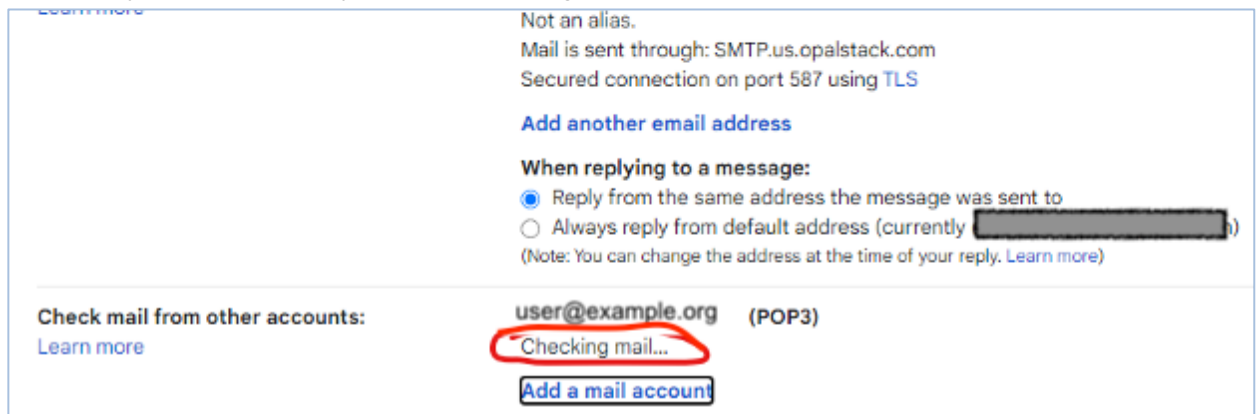
☒ Import emails from my other account (POP3)

Cancel « Back Next »

6. Hit Next again. (Gmailify” is not available with this email provider so we’ll Import emails using the POP3 option) This will get you to the Add a mail account screen:
7. Enter the following information:
 - a. Username (not email address)
 - b. Password and
 - c. POP Server (mail.us.opalstack.com)
 - d. Select 995 from the Port drop-down list
 - e. Check the 3 checkboxes as indicated.



8. Double check the information in the form, then click “**Add Account**”, which will either
 - a. prompt you for another “verification code” (in which case, go to non-Gmail email and get the new code, then enter it.) **OR**,
 - b. if you’re using chrome and you clicked the verification link in the webmail interface earlier, then it will accept you as a verified user and will bring you directly back to the Gmail settings screen.
9. Either way, once verified, your Gmail settings screen should look like this:



10. You should see “Checking mail” where indicated.
If so, congratulations!
Now... it will take about a while to fully synchronize the existing inbox with your Gmail

interface. (depending on how much mail there is) You can send and receive email right away, but you may have to wait for all the email to load to see new emails.

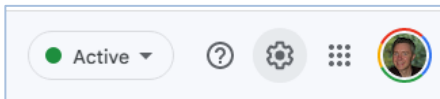
11. From now on, your Gmail will “check for mail” for your example.org email address roughly every 3 minutes or so.. It’s not quite “real-time” like we’re accustomed to, but it’ll work. You get to use the Gmail interface for your Gmail and non-Gmail email.
12. You will see the non-Gmail email mixed in with your regular email in the Inbox. You can filter the non-Gmail email using the label which was entered when the account was setup above, which by default is the email address (user@example.org for example). Use the label to help manage the email in your Gmail account.
13. Note that when you delete an email locally, it will NOT be deleted on the server, so anyone else accessing this email address won’t miss an email, and it will still show in other email clients or webmail interfaces. To actually delete email from the server, you will have use the webmail interface or another email client.
14. If you need to get into a real-time dialogue with someone using one of your non-Gmail email addresses, just pick up the phone and call them, or use text. Email will be slow.
15. Enjoy!

Removing the email account

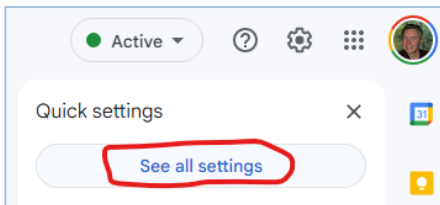
1. You can do this anytime without disturbing anyone else, or deleting anyone else's email.
2. You can choose to keep your old emails if you wish, or delete them all. When you delete an email locally, it will NOT be deleted on the server, so anyone else accessing this email address won't miss an email.
3. To disconnect from sending and receiving,

Computer - Deleting non-Gmail accounts from your Gmail

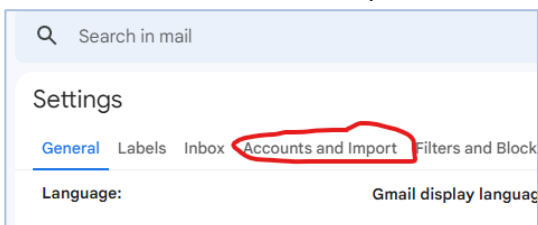
1. Open Gmail.
2. Click the little gear icon in the upper right corner



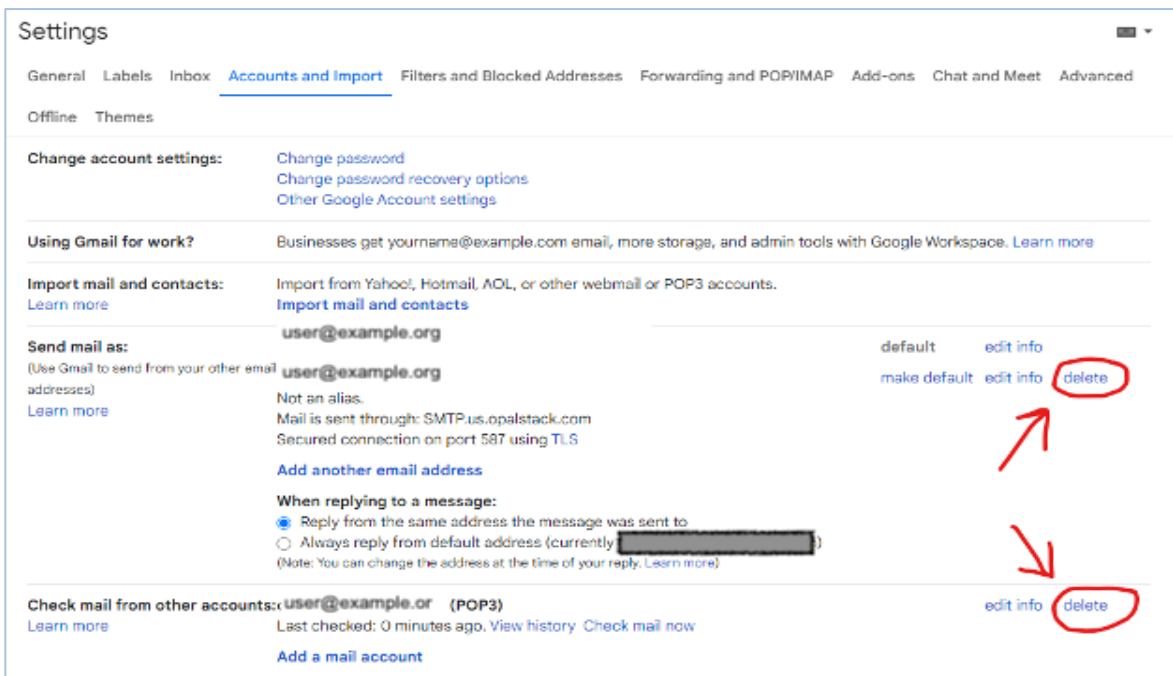
3. Select "See all settings"



4. Select the "Accounts and Import" tab

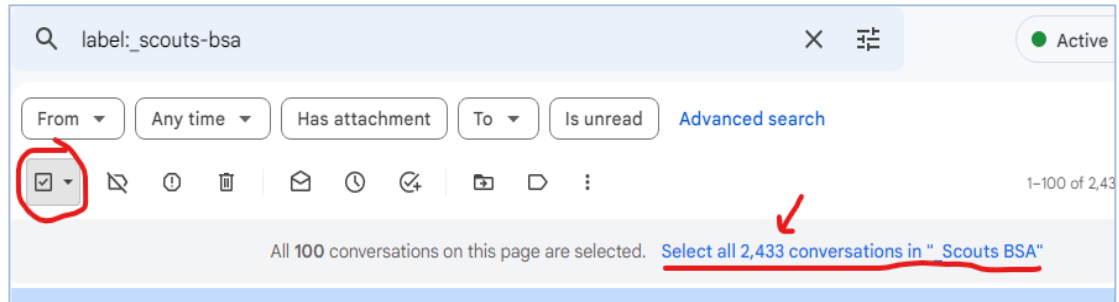


5. Select "Delete" twice, as shown below.



6. Note that this won't delete the old emails from your Gmail inbox. To do that,

- a. go to your inbox, then scroll down on the left until you see the label “user@example.org”
- b. Click that label to select just those emails that pertain to that address
- c. Click the checkbox at top to select all emails with that label



- d. You will get an option to “Select all ##### conversations in user@example.org or other selected label, which you should also click.
- e. Then click the little trash box to delete all emails with this label.

Android Phone – Deleting non-Gmail account from Gmail app

1. It's easier on Android. Deleting this account will delete all old email associated with this account, AND any contacts entered using this account. So if you've created any contacts within this email address and want to SAVE them. first copy them to your permanent email account.
2. On an Android phone, open your master “settings” (the gear icon on your home screen).
3. Scroll down to the “Passwords & accounts” section and open it.
4. Select the user@example.org email address
5. Click “remove account”
6. You'll get a little warning that deleting this account will delete all of its messages, contacts, and other data from the phone!
7. Be warned, there is no “undo” for this action.
8. If you're sure you're in the right account, go for it. Click “remove account”. Your main email account will not be disturbed.