



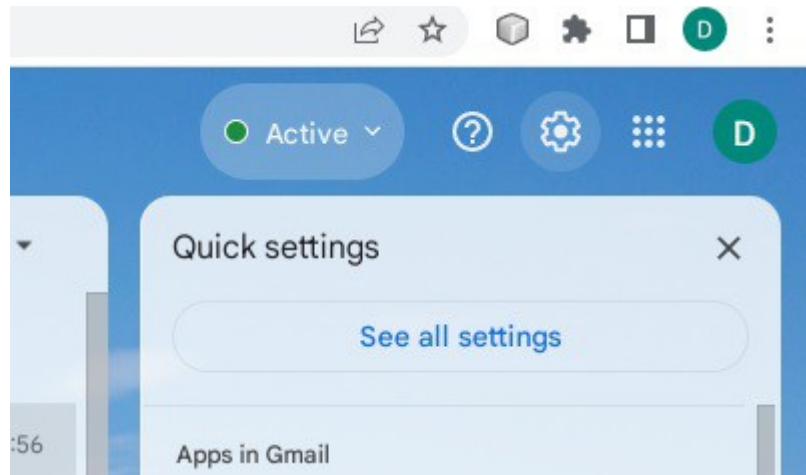
## 1. How to set up Gmail to read pbyc.org.au email

Open Gmail with your personal account.

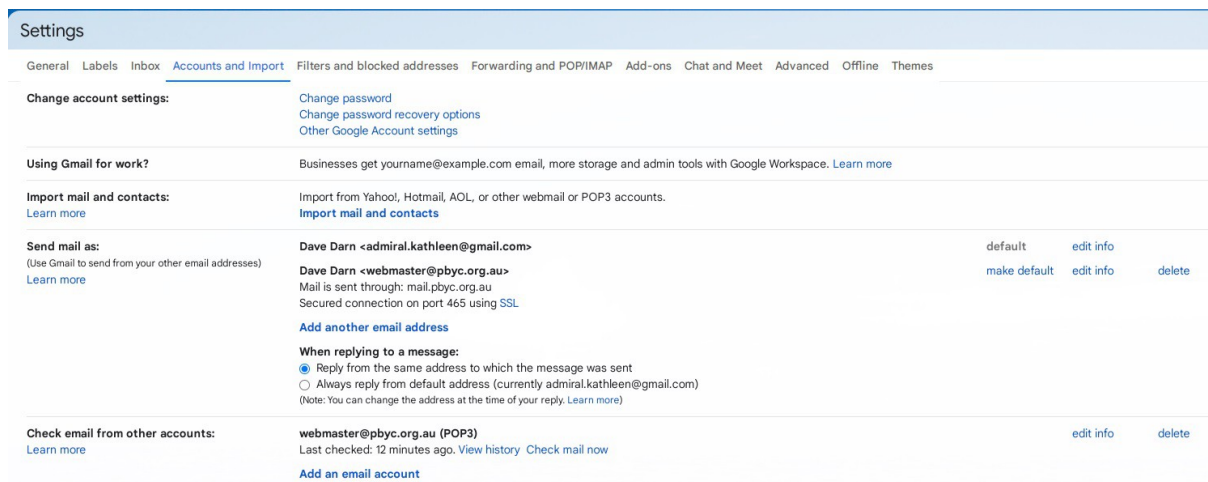
Click the settings icon



Then click **See all Settings**



Then click **Accounts and Import**



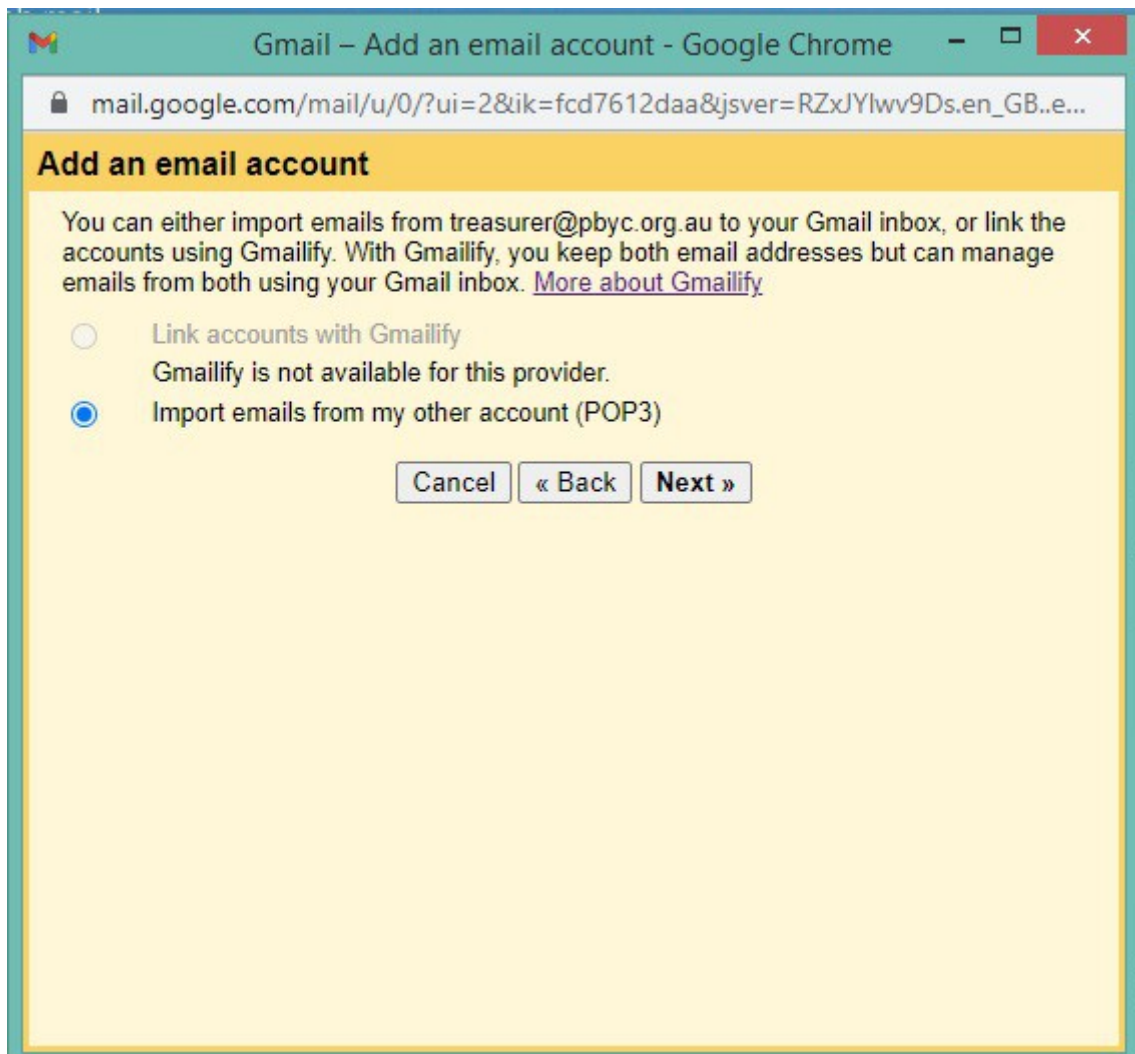
You can see here that I have set up the accounts for the [webmaster@pbyc.org.au](mailto:webmaster@pbyc.org.au) and when you have finished yours should look the same. In the following examples webmaster or treasurer should be replaced with your account name e.g. commodore or secretary etc. Check availability with me first!

Under **Check email from other accounts:**

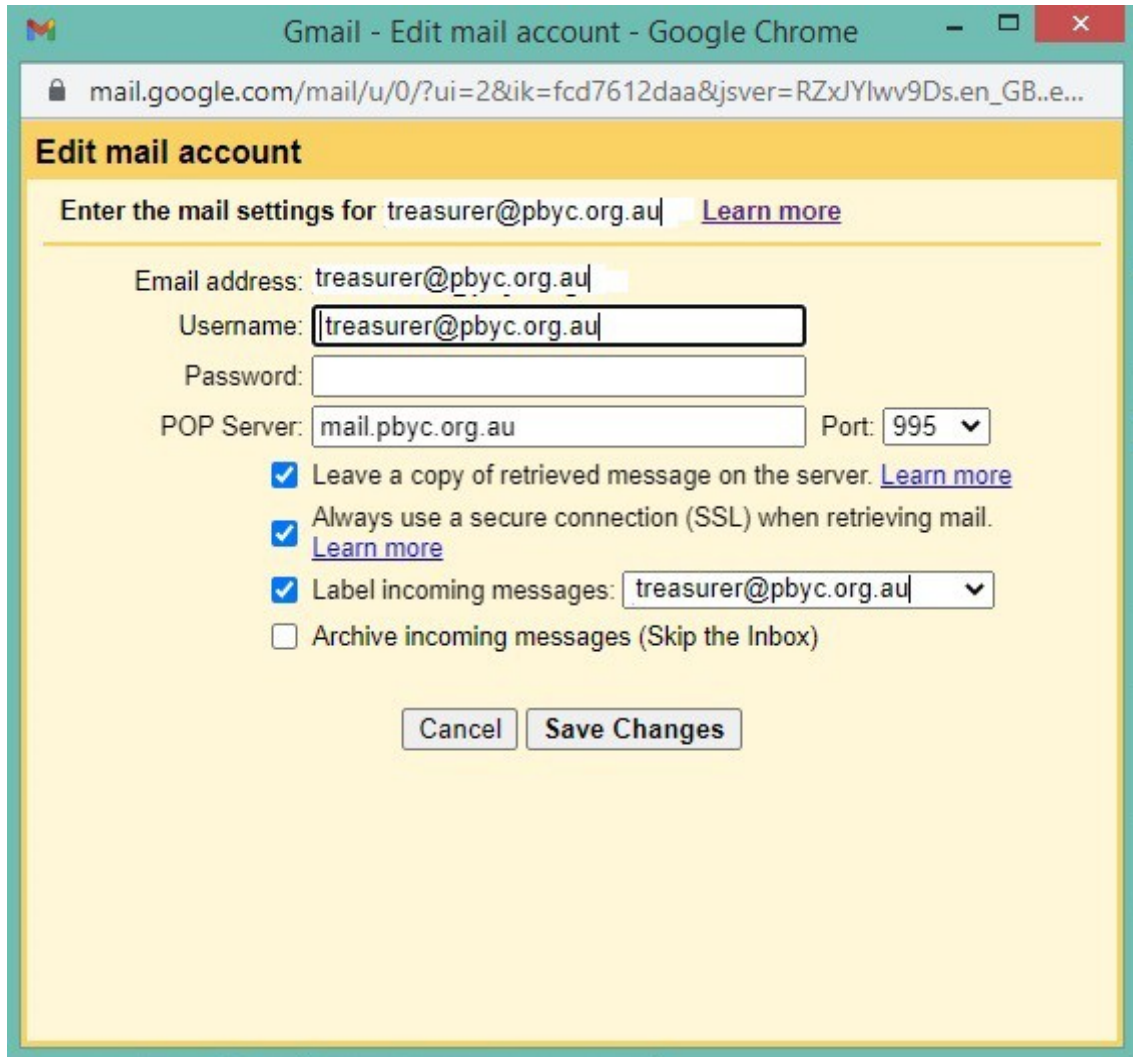
select **Add an email account**

The screenshot shows a web browser window with the title "Gmail - Add an email account - Google Chrome". The address bar contains the URL "mail.google.com/mail/u/0/?ui=2&tik=fcd7612daa&jsver=RZxJYlww9Ds.en\_GB...". The main content area has a yellow header with the text "Add an email account". Below this, there is a prompt: "Enter the email address that you would like to add." followed by a text input field. The input field is labeled "Email address:" and contains the text "treasurer@pbyc.org.au". At the bottom of the form, there are two buttons: "Cancel" and "Next »".

Enter your pbyc.org.au email address and then click Next



Make sure "Import emails from my other account (POP3)" is selected and click Next



Gmail - Edit mail account - Google Chrome

mail.google.com/mail/u/0/?ui=2&ik=fcd7612daa&jsver=RZxJYlWv9Ds.en\_GB.e...

### Edit mail account

Enter the mail settings for `treasurer@pbyc.org.au` [Learn more](#)

Email address: `treasurer@pbyc.org.au`

Username:

Password:

POP Server:  Port:

- 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:
- Archive incoming messages (Skip the Inbox)

Complete the form as follows:

Your Username should be `<Your email>@pbyc.org.au`

Enter your password for `<Your email>@pbyc.org.au`

The POP server is `mail.pbyc.org.au`

Select Port 995

I recommend that you Leave a copy of retrieved message on the server. So check the box.

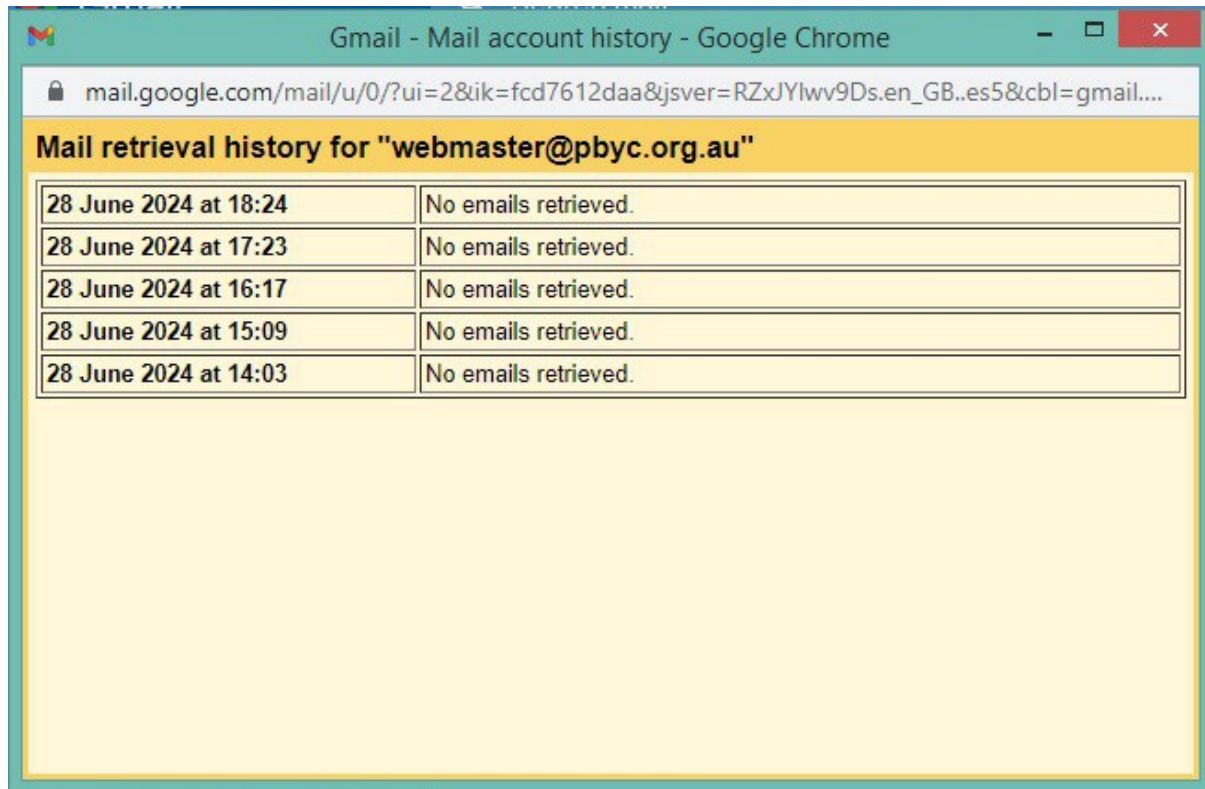
You Must always use a secure (SSL) connection.

Do not check the Archive box or the emails will go straight into Trash



These emails will come into your normal account as if they had been sent directly to you so to differentiate them from your private emails add a label to them. Then Save the changes.

The pbyc.org.au mail server is polled by Gmail at regular intervals (about once an hour) NOT when you refresh your normal emails. You have the option on the Settings Menu to view recent history of polling.



The screenshot shows the Gmail interface for the account webmaster@pbyc.org.au. The title is "Mail retrieval history for 'webmaster@pbyc.org.au'". Below the title is a table with five rows, each representing a retrieval attempt on June 28, 2024. All attempts resulted in "No emails retrieved."

Time	Result
28 June 2024 at 18:24	No emails retrieved.
28 June 2024 at 17:23	No emails retrieved.
28 June 2024 at 16:17	No emails retrieved.
28 June 2024 at 15:09	No emails retrieved.
28 June 2024 at 14:03	No emails retrieved.

And you can also ask Gmail to check for new emails immediately by using the Check Mail Now option.

To exit the settings just click on your Gmail Inbox.

To test your settings send an email from your personal account to your pbyc account. Remember it could take some time for it to be received as these emails are not polled as frequently as your personal account. Go back into Settings and Accounts and use the Check Mail Now function to make it check immediately.



## 2. How to set up Gmail to transmit pbyc.org.au email

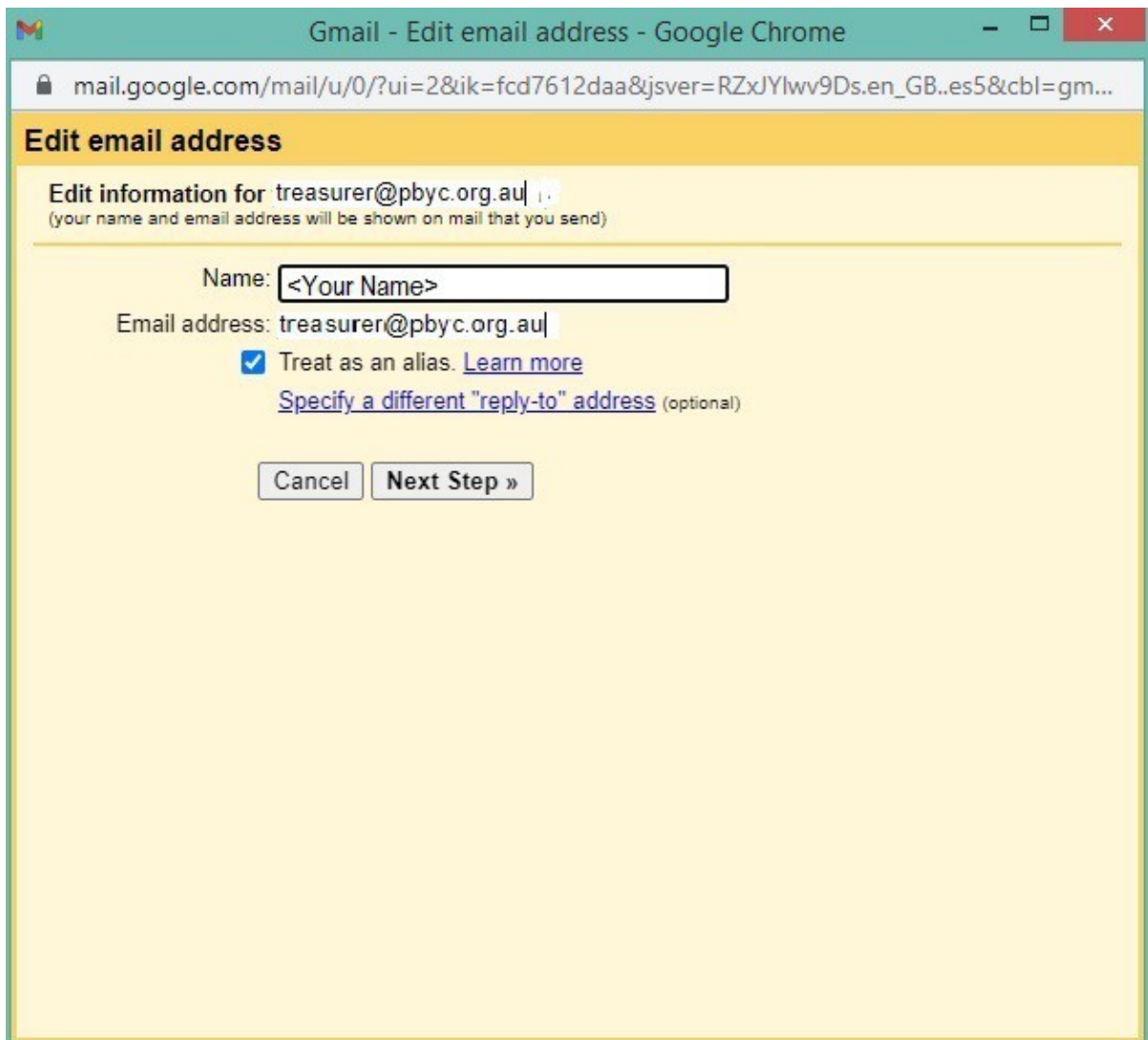
As per page 1 load Gmail with your personal account

Click the settings icon

Then click **See all Settings**

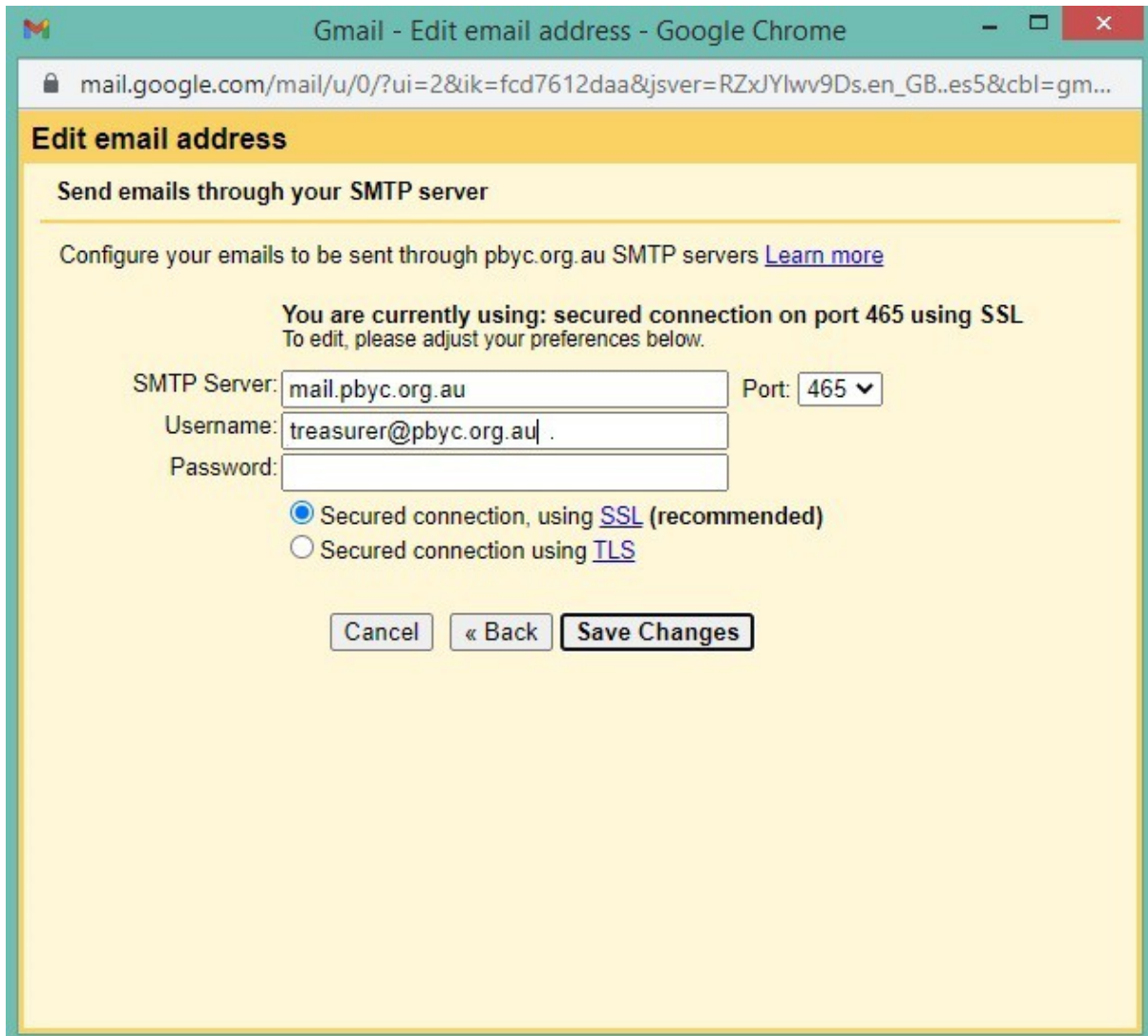
Then click **Accounts and Import**

Under **Send email As:** click **Add another email address**



Enter your pbyc.org.au email address and make sure “Treat as an alias” is checked then click Next Step





**Edit email address**

Send emails through your SMTP server

Configure your emails to be sent through pbyc.org.au SMTP servers [Learn more](#)

You are currently using: secured connection on port 465 using SSL  
To edit, please adjust your preferences below.

SMTP Server:  Port:

Username:

Password:

Secured connection, using [SSL \(recommended\)](#)

Secured connection using [TLS](#)

Complete the form as follows:

SMTP Server: mail.pbyc.org.au

Port: 465

Username: <Your email>@pbyc.org.au

Password: <Your password> same as for sending emails.

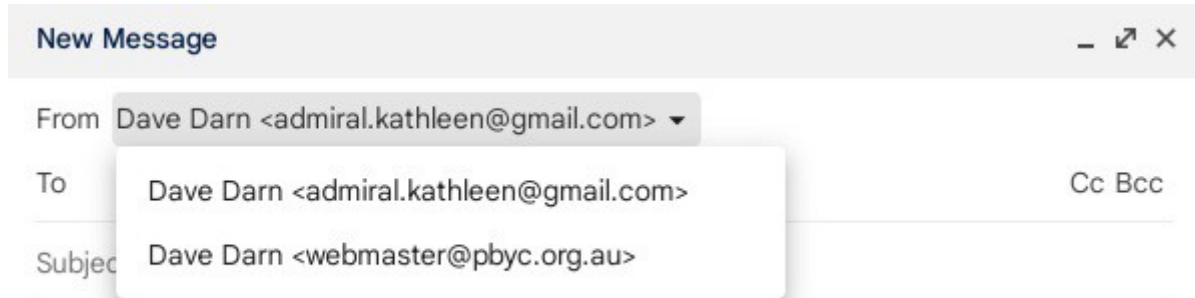
Always check the SSL secure connection and Save Changes.

# PORT BOUVARD YACHT CLUB



To test your settings you should now be able to select either account when you create a new email. Unless you change it, new emails will default to your personal account.

If you reply to an email it will use the email account it was received by.



Simply create a test email from pbyc.org.au to your personal account and wait for it to be received. Go back into Settings and Accounts and use the Check Mail Now function to make it check immediately. (Note that this function is only available on the Check Email from other accounts option.)

Gmail will give you a transmission error directly if it cannot send the test email.

If you have any problems email me at [webmaster@pbyc.org.au](mailto:webmaster@pbyc.org.au).