

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

Open Gmail with your personal account.



Then click Accounts and Import

Settings				
General Labels Inbox Accounts and Import	Filters and blocked addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced Offline Themes			
Change account settings:	Change password Change password recovery options Other Google Account settings			
Using Gmail for work?	Businesses get yourname@example.com email, more storage and admin tools with Google Workspace. Learn more			
Import mail and contacts: Learn more	Import from Yahool, Hotmail, AOL, or other webmail or POP3 accounts. Import mail and contacts			
Send mail as:	Dave Darn <admiral.kathleen@gmail.com></admiral.kathleen@gmail.com>	default	edit info	
(Use Gmail to send from your other email addresses) Learn more	Dave Darn <webmaster@pbyc.org.au> Mail is sent through: mail.pbyc.org.au Secured connection on port 465 using SSL</webmaster@pbyc.org.au>	make default	edit info	delete
	Add another email address			
	When replying to a message: (a) Reply from the same address to which the message was sent (Note: You can change the address (currently admiral.kathleen@gmail.com) (Note: You can change the address at the time of your reply.Learn more)			
Check email from other accounts:	webmaster@pbyc.org.au (POP3)		edit info	delete
Louininois	Add an email account			

You can see here that I have set up the accounts for the

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



M Gmail – Add an email account - Google Chrome –		
mail.google.com/mail/u/0/?ui=2&ik=fcd7612daa&jsver=RZxJYlwv9Ds.en	_GBe	
Add an email account		
Enter the email address that you would like to add.		
Email address: treasurer@pbyc.org.au		
Cancel Next »		

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



M	Gmail – Add an email account - Google Chrome 🛛 – 🗖 🗡	
	mail.google.com/mail/u/0/?ui=2&ik=fcd7612daa&jsver=RZxJYlwv9Ds.en_GBe	
Ad	ld an email account	
You can either import emails from treasurer@pbyc.org.au 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. <u>More about Gmailify</u>		
9	 Link accounts with Gmailify Gmailify is not available for this provider. 	
(Import emails from my other account (POP3) 	
	Cancel « Back Next »	

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



M	Gmail - Edit mail account - Google Chrome 🛛 🗕 🗡		
	mail.google.com/mail/u/0/?ui=2&ik=fcd7612daa&jsver=RZxJYlwv9Ds.en_GBe		
Ed	it mail account		
Enter the mail settings for treasurer@pbyc.org.au Learn more			
Email address: treasurer@pbyc.org.au			
	Username: treasurer@pbyc.org.au		
	Password:		
	POP Server: mail.pbyc.org.au Port: 995 V		
Always use a secure connection (SSL) when retrieving mail.			
	✓ Label incoming messages: treasurer@pbyc.org.au		
Archive incoming messages (Skip the Inbox)			
Cancel Save Changes			

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.

M Gmail - Mail account history - Google Chrome – 🗖 🗙			
mail.google.com/mail/u/0/?ui=2&ik=fcd7612daa&jsver=RZxJYlwv9Ds.en_GBes5&cbl=gmail			
Mail retrieval history for "webmaster@pbyc.org.au"			
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

M	Gmail - Edit email address - Google Chrome 🛛 🗕 🗖 🗙
mail.google.com	/mail/u/0/?ui=2&ik=fcd7612daa&jsver=RZxJYlwv9Ds.en_GBes5&cbl=gm
Edit email addres	S
Edit information for (your name and email add	reasurer@pbyc.org.au
Name Email address	Your Name> treasurer@pbyc.org.au Treat as an alias Learn more
	Specify a different "reply-to" address (optional)
	Cancel Next Step »

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



M	Gmail - Edit email address - Google Chrome – 🗖 🗙		
6	mail.google.com/mail/u/0/?ui=2&ik=fcd7612daa&jsver=RZxJYlwv9Ds.en_GBes5&cbl=gm		
E	dit email address		
	Send emails through your SMTP server		
Configure your emails to be sent through pbyc.org.au SMTP servers <u>Learn more</u> You are currently using: secured connection on port 465 using SSL To edit, please adjust your preferences below.			
	SMTP Server: mail.pbyc.org.au Port: 465 V		
	Username: treasurer@pbyc.org.au .		
	Password:		
	Secured connection, using <u>SSL</u> (recommended)		
	Cancel « Back Save Changes		

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.



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.

New Message		_ 2 ×
From Da	ave Darn <admiral.kathleen@gmail.com> 👻</admiral.kathleen@gmail.com>	
То	Dave Darn <admiral.kathleen@gmail.com></admiral.kathleen@gmail.com>	Cc Bcc
Subjec	Dave Darn <webmaster@pbyc.org.au></webmaster@pbyc.org.au>	

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.