

# Email

## How to add email to Gmail's web email client?

To connect your 1st Domains email to the Gmail email client, follow these steps:

1. Open Gmail and log in to your Gmail account.
2. Access Settings: Once logged in click on the gear icon in the top right corner and select "See all settings."
3. Accounts and Import: Navigate to the "Accounts and Import" tab.
4. Add a Mail Account: In the "Check mail from other accounts" section, click on "Add a mail account."
5. Enter Email Address: Enter your 1st Domains email address (e.g., email@example.com) and click "Next."
6. Select Import Option: Choose "Import emails from my other account (POP3)" and click "Next."
7. Enter POP3 Settings:
  - Username: Your full email address (e.g., email@example.com)
  - Password: Your email password of your 1st domains mailbox
  - POP Server: mail.1stdomains.co.nz
  - Port: 110
  - Always select "Leave a copy of the retrieved message on the server" and "Label Incoming messages" select the email from the drop down.
  - Click "Add Account".
8. Your mail account has been added: You will be prompted to set up the ability to send mail as your 1st Domains email address. Select "Yes" and click "Next."
9. Update the Name to what you want the name of the email to look like to your recipients. And untick "Treat as an Alias" Click on "Next Step"
10. SMTP Server Settings:
  - SMTP Server: mail.1stdomains.co.nz
  - Port: 25
  - Username: Your full email address (e.g., email@example.com)
  - Password: Your email password of your 1st domains mailbox
  - Select "Secured connection using TLS."
  - Click "Add Account."
11. Success message: You should now see the success message.
12. Verification: You will also have received the verification email from Gmail. It will contain a link that you will need to click on to verify your account. This has to be clicked before you can send email from the Gmail account.

Once these steps are completed, your 1st Domains email should be successfully connected to your Gmail account, allowing you to send and receive emails through Gmail. In your Gmail account, under labels you should now see the new account.

**DISCLAIMER:** This guide provides instructions on how to add 1st Domains emails to the Gmail web-based client. Please be aware that Gmail may update its settings, appearance, and procedures over time. Consequently, the steps outlined in this guide may change or differ from the current Gmail interface in the future. For the most accurate and up-to-date information, please refer to Gmail's official help resources.

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