Centralized email set up for your business with Gmail

This is a great way to have multiple accounts going to a central address… And saving a headache of having just one place to check your messages.

Initial account setup
You will need to have either a new or existing a gmail account for this. If you are setting up a new account, make something that you wouldn't be embarrassed if someone accidently got a message from you from this. For example, I could set up an email address called elianbusiness@gmail.com. While it might not be ideal if someone were to get an email from that address, it wouldn't be too weird. You could use your business name as well.

Email hosting account setup information
You need the following from the person who setup your email accounts.

- Username (your full email address – ie. eliantyson@eliantyson.com
- Password
- Incoming server name – ie. server2.webhostserver.net
- Incoming pop port number ie 995
- Outgoing server name – ie. server2.webhostserver.net
- Outgoing port number ie 465

Gmail setup

- Go to gmail and login if necessary
- Go to settings in the righthand corner
- Go to the Accounts and Import tab
- Scroll down to Check mail from other accounts
- Click on Add a mail account
- In the pop-up window, add the email address and click next
- In the next window, enter your username (email address), password, incoming server name and port number; click any of the boxes if you would like; click save changes
- It will ask you if you would like to send mail as that account as well and select yes.
- You will need to verify the changes via an email gmail will send you.

Notes

- You can have up to 5 incoming mail accounts. If you need more, have a few forward to another from your hosting account.
- You can have more than 5 outgoing accounts.
- You can have a different signature line for each of the email accounts you send as.

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