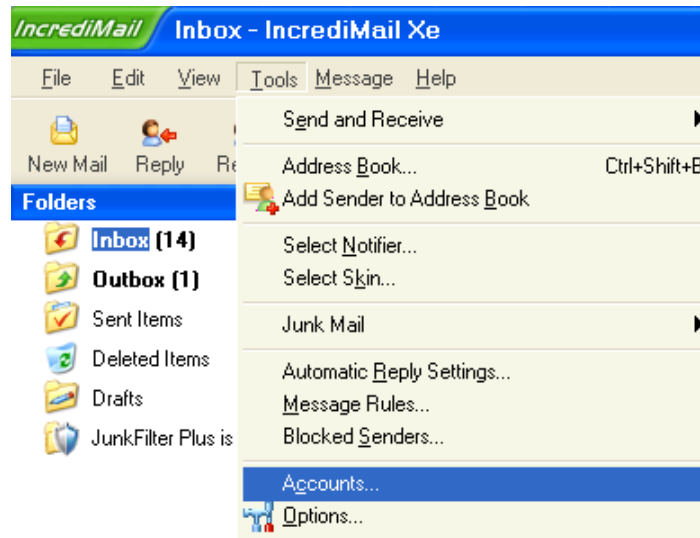
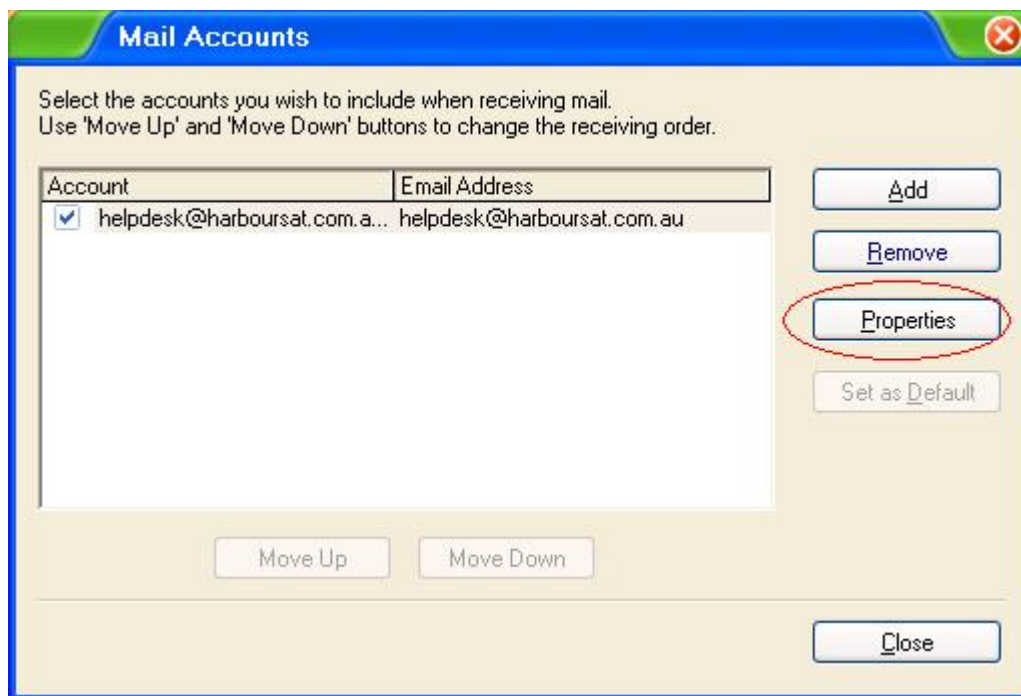


## Changing an existing POP account to Gmail POP:

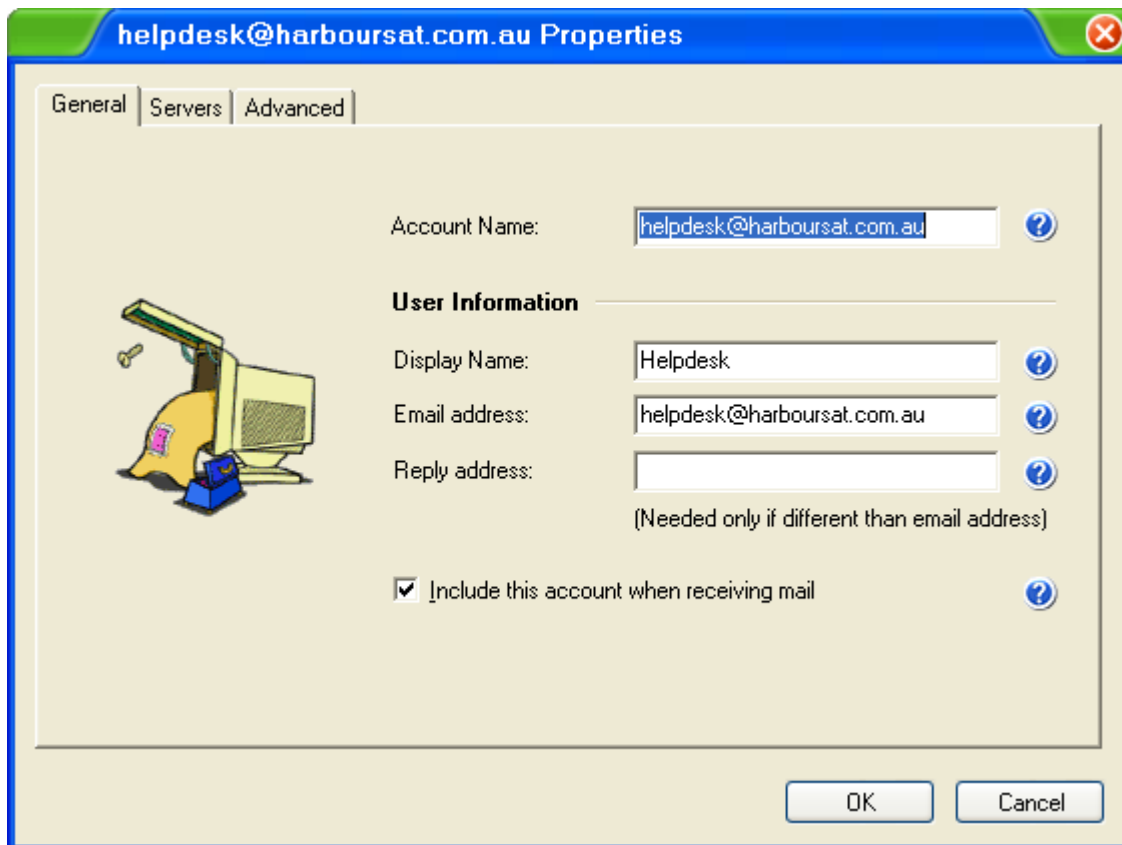
1. Open Incredimail.
2. Click the **Tools** menu, and select **Accounts...** from the drop down box. Please refer to the screen shot below.



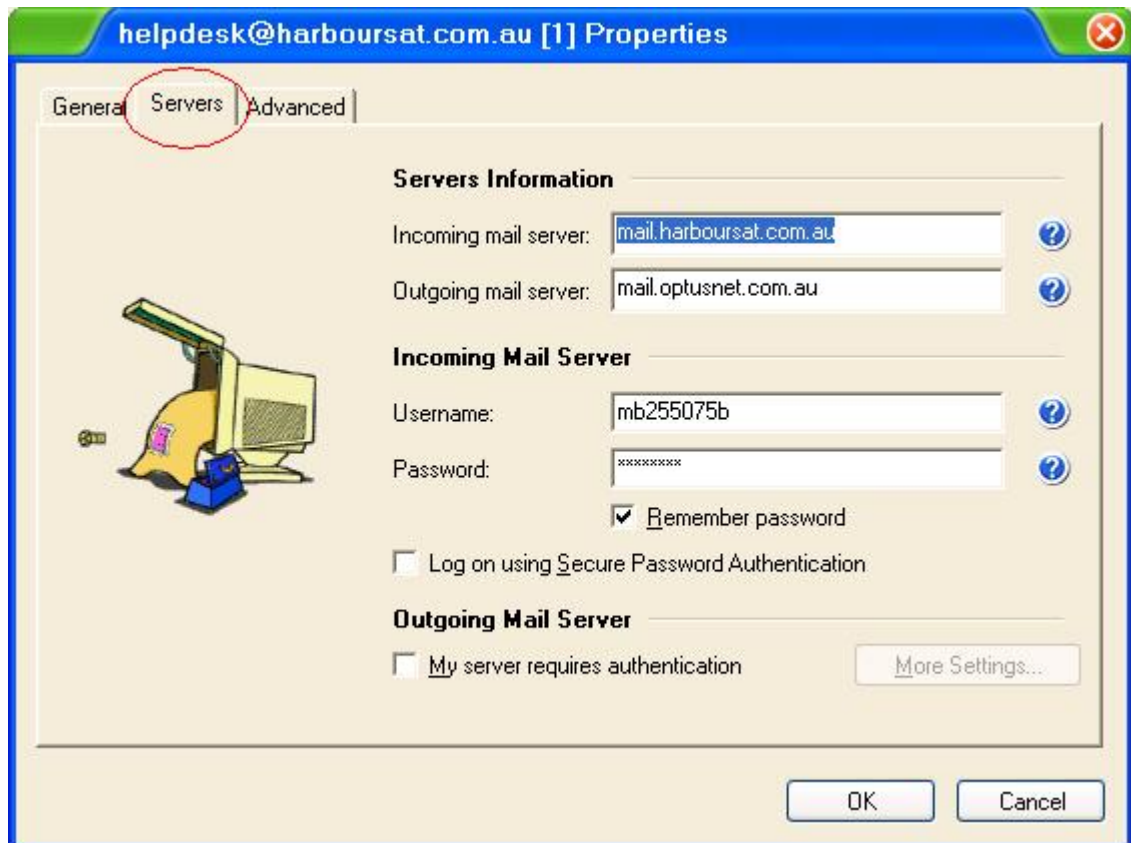
3. The Mail accounts box will open up. See screen shot example below.



4. Select your email account and click **Properties** button on the right
5. The account properties box will appear as per screen shot example below.



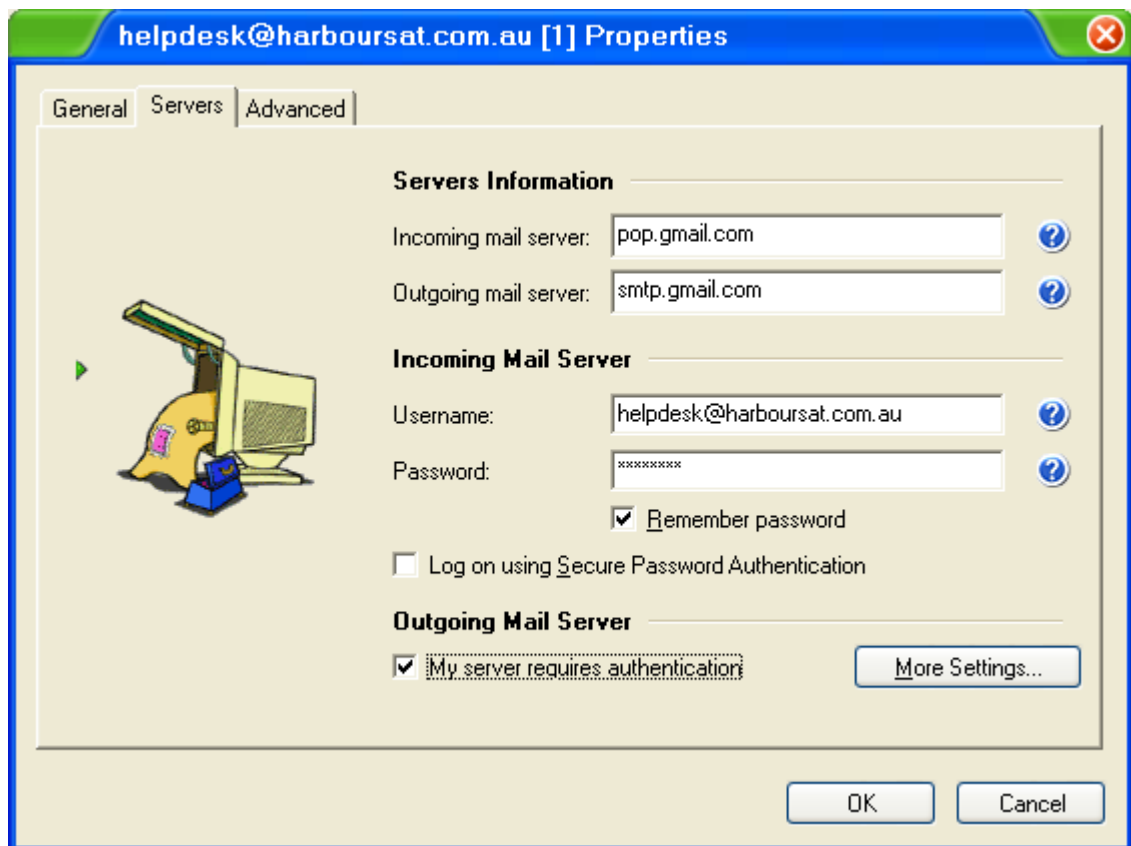
6. Select the **Servers** tab. The following screen will be displayed;



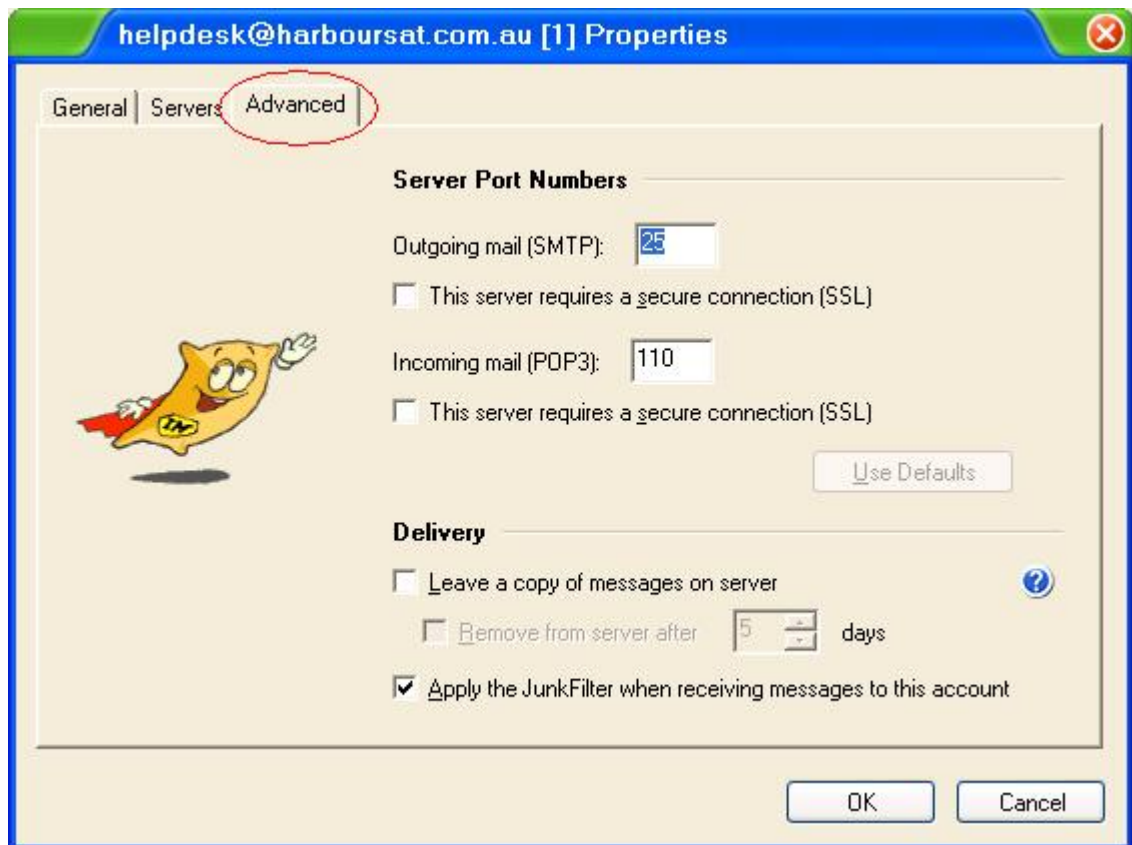
7. Delete the entry in the Incoming mail server field.
8. Enter **pop.gmail.com** in the Incoming mail server field
9. Delete the entry in the Outgoing mail server field.
10. Enter **smtp.gmail.com** in the Outgoing mail server field
11. Delete the entry in the Username field.
12. Enter your full email address ([helpdesk@harboursat.com.au](mailto:helpdesk@harboursat.com.au)) in the Username field.
13. Delete the entry in the password field.
14. Enter your new password in the password field.

**Please Note:** If a complex password has not been provided please make sure the password is at least 8 characters in length and has at least one upper case and a number

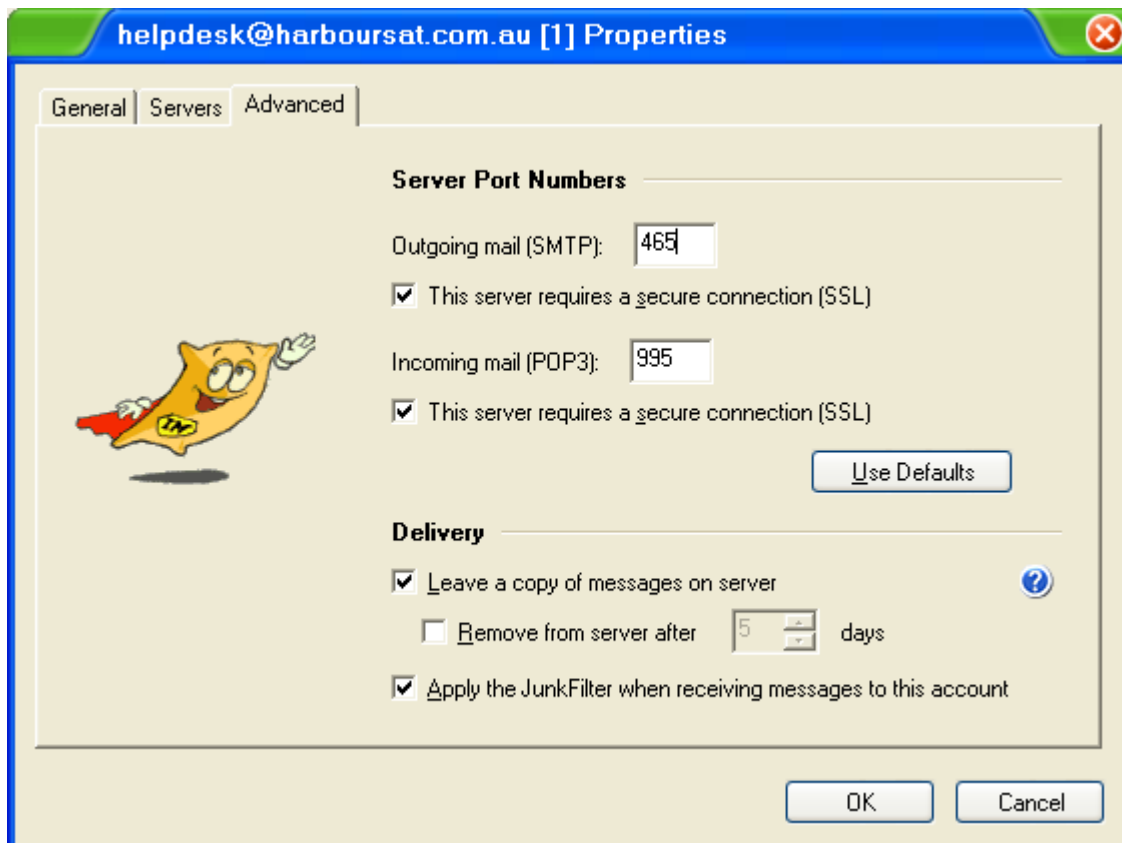
15. Tick the check box **My server requires authentication**.



16. Click the **advanced** tab to reveal another screen. See screen shot example below;

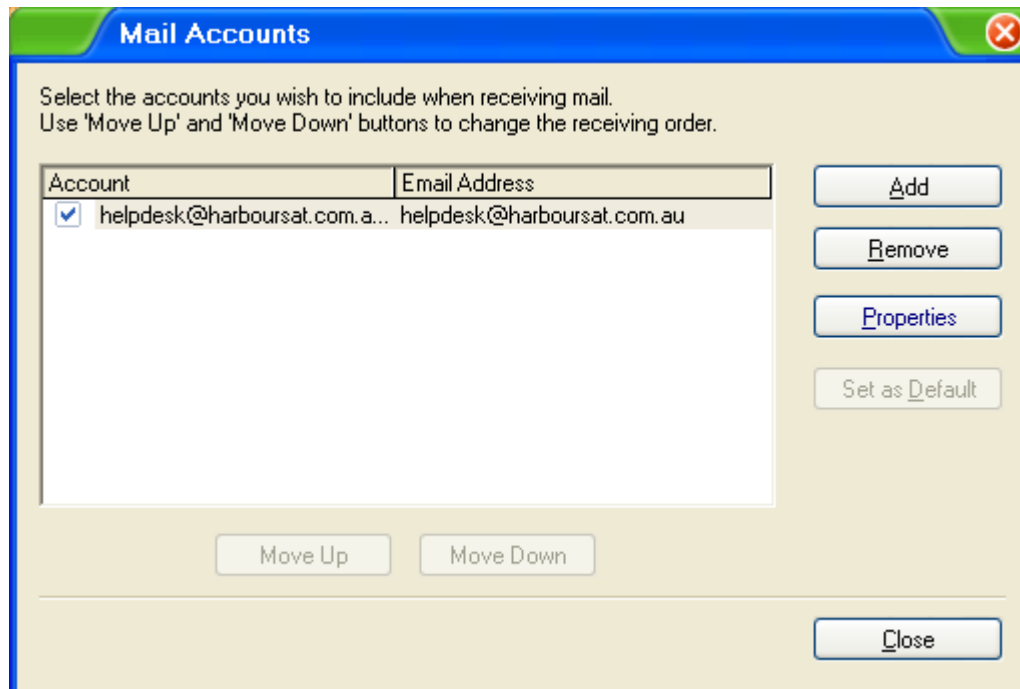


17. Under the setting Outgoing mail (SMTP) Tick the check box **This server requires a secure connection (SSL)**.
18. Change the port number from 25 to **465**. Seen screen shot example below.
19. Under the setting Incoming mail (IMAP) Tick the check box **This server requires a secure connection (SSL)**.
20. Ensure that the port number has changed to **995**. If not please change it. See screen shot example below;
21. Tick the check box **Leave a copy of messages on server**.



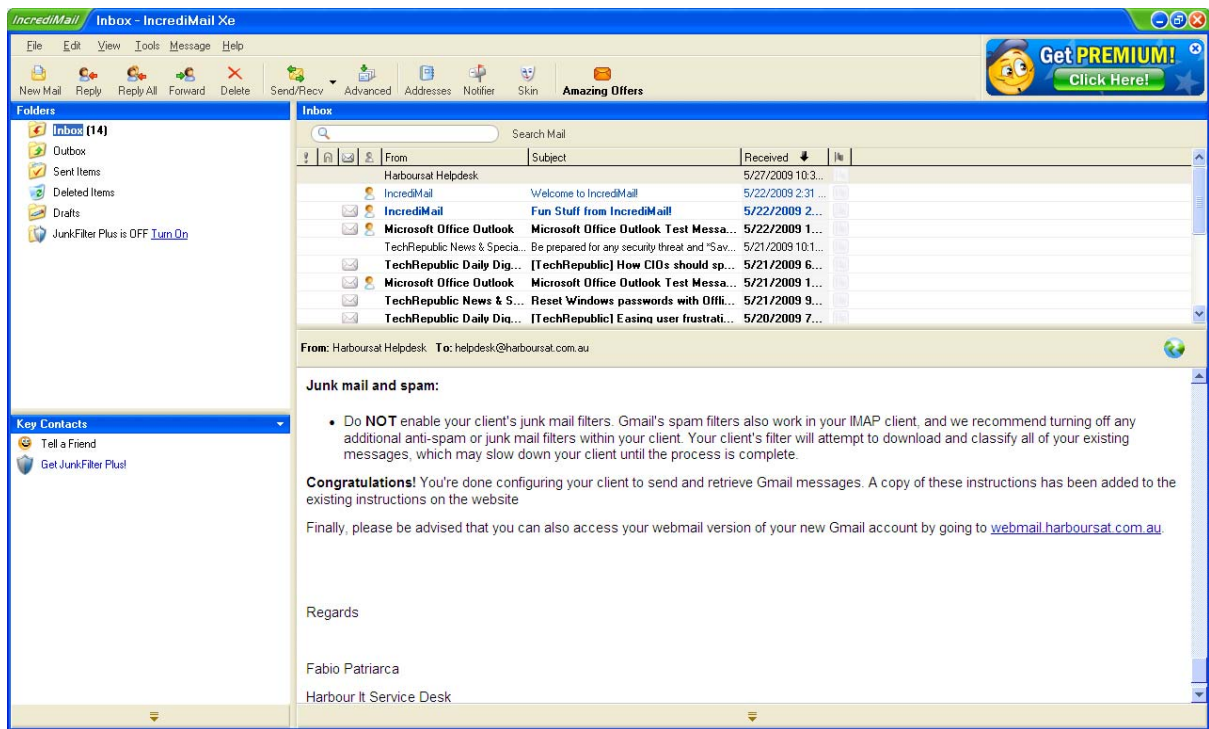
22. Click the **OK** button

23. You will be returned to the accounts page.



24. Click the **Close** button

You will be returned to the main Incredimail page.



25. Please click the **Send/Receive** option in the top menu bar.

**Congratulations** - You are now finished setting up your Gmail POP account.