Setting up myVille Mail on Gmail

The instructions below are for Gmail specifically. The essential information (Server address, SMTP address, etc.) can be used for other email services (Yahoo, Microsoft, etc.).

Configuring Gmail to access your myVILLE Mail account with POP3

1. Go into Settings
2. Click on Accounts and Import
3. Scroll down to Check mail from other accounts (using POP3)
4. Click Add a POP3 mail account you own
5. Enter your myVILLE Mail address and click on Next Step

1. Configure POP3 settings

These are the required or recommended settings:

- POP Server: mail.millersville.edu (required)
- Port: 995 (required)
- Uncheck Leave a copy of retrieved message on the server (recommended)
  - NOTE: If “Leave a copy of retrieved message on the server” is unchecked, Gmail will delete the message from the server once it has been retrieved. The only place the retrieved email will be available will be Gmail. If the option is checked, Gmail will NOT delete the email from the server and you will need to remember to delete retrieved messages from your myVILLE Mail inbox to avoid going over quota.
- Check Always use a secure connection (SSL) when retrieving email (required)
1. Click on Add Account

1. Configure the ability to send email as your myVILLE Mail email address. This is optional and can also be configured at a later time under the Send mail as section of the Accounts and Import settings.

You may also choose to use a different reply-to email address if you desire.
These are the required or recommended settings:

- SMTP Server: Change from smtp.millersville.edu to mail.millersville.edu (required)
- Port: 587 (required)
- Select **Secured connection using TLS** (required)

1. Click **Add Account**

1. Check your myVILLE Mail inbox for the confirmation code to confirm your email address and complete the process.