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**

### 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.

   ![Your mail account has been added.](image)

   You can now retrieve mail from this account. Would you also like to be able to send mail as username@millersville.edu?

   - Yes, I want to be able to send mail as username@millersville.edu.
   - No (you can change this later)

   ![Next Step »](image)

   ![Add another email address you own](image)

   Enter information about your other email address.

   (your name and email address will be shown on mail you send)

   Name: Your name here

   Email address: username@millersville.edu

   - Treat as an alias. Learn more
     - Specify a different "reply-to" address (optional)

   ![Cancel | Next Step »](image)

   You may also choose to use a different reply-to email address if you desire.

   ![Add another email address you own](image)

   Send mail through your SMTP server?

   When you send mail as username@millersville.edu, the mail can either be sent through Gmail or through millersville.edu SMTP servers.

   - Send through Gmail (easier to set up)
   - Send through millersville.edu SMTP servers Learn more

   SMTP Server: mail.millersville.edu

   Username: username

   Password: ********

   - Secured connection using TLS (recommended)
   - Secured connection using SSL

   ![Cancel | Back | Add Account »](image)
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.

Add another email address you own

Confirm verification and add your email address

Congratulations, we successfully located your other server and verified your credentials. Just one more step!

An email with a confirmation code was sent to username@millersville.edu. [Resend email]
To add your email address, do one of the following:

- Click on the link in the confirmation email
- Enter and verify the confirmation code

[Verify]