How to Receive MACC Email Using Gmail

1. Once logged in to Gmail click the gear below your Gmail profile picture in the upper-right corner of the page and choose **Settings**.

2. Click the **Accounts** tab in the settings menu.

3. Click **Add a POP3 mail account you own**.

4. Type your email address in the **Email address** box.
   i.e. **StudentID@houndmail.macc.edu** if you are a student or **yourname@macc.edu** for staff/faculty. Click **Next Step**.
5. Assure that your Student ID# or name is correct in the Username box, and then type your email password in to the Password box.

Also make sure that the POP Server is correct and that the Port is 110.
- Student accounts will be houndmail.macc.edu in the POP Server box.
- For staff/faculty accounts enter macc.edu in the POP Server box.

You may choose to leave a copy of your messages on the server if you click the checkbox. If you leave this option unchecked you will NOT need to visit webmail.macc.edu or houndmail.macc.edu to delete emails. Emails will only be kept in one place instead of two.

Click Add Account.

6. If you would like to be able to send email from MACC Email through your Gmail choose Yes and click Next Step.

7. Make sure your name appears as you want others to see it. Leave Treat as an alias checked and click Next Step.

8. Choose to Send through Gmail and click Next Step.

9. On the next screen click Send Verification, and then log in to MACC Email to find your confirmation code from Gmail.

10. When you open the email click on the link in the email to verify that this is your email address. Close verification window after you have completed this.