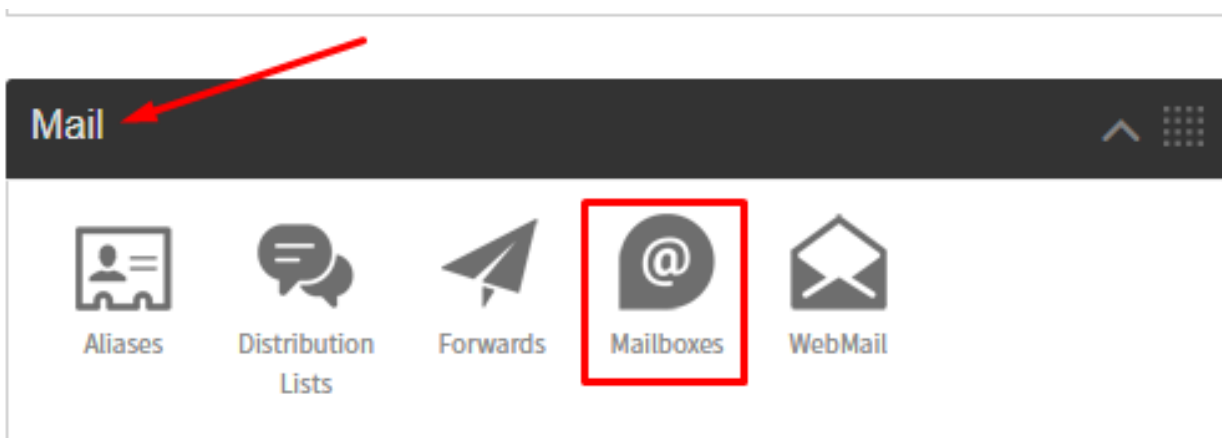


Syndicated Mail - Adding / Managing Mailboxes

1. Login to the panel using the URL and credentials provided by Medialab
2. Go to Mail > Mailboxes

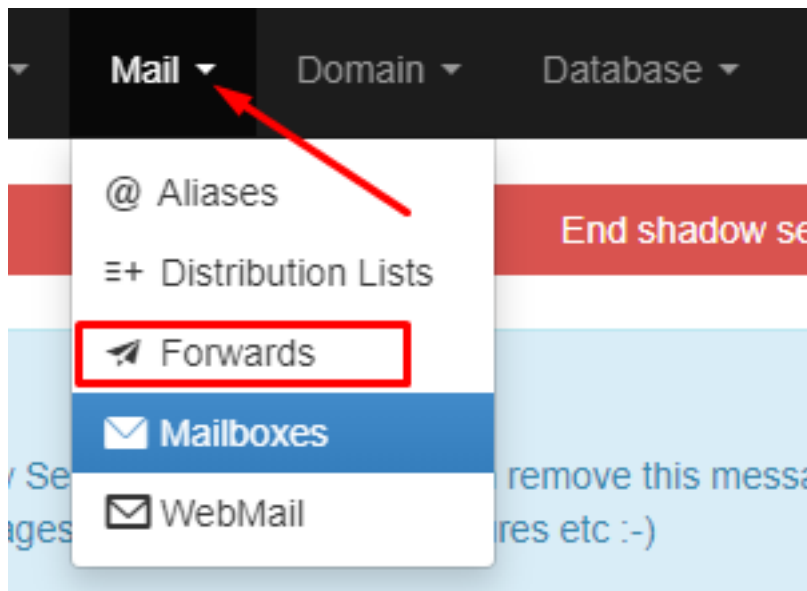


3. Create Mailbox

Create a new mailbox

Email Address:	<input type="text"/>	<input type="text" value="@bsspongefactory.com"/>
Password:	<input type="password"/>	
<input type="button" value="Create"/>		

4. Go to Mail > Forwards either from Menu or Dashboard




5. Create a forwarded to the gMail Account

Create a new forward

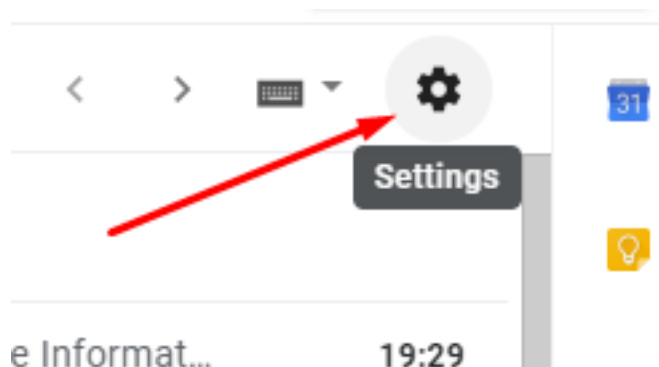
Email Address:

Destination: @

Keep original message: ☐ 

SERVER PART COMPLETED - gMail PART STARTS

1. In gMail, go to settings



Settings

General Labels Inbox Accounts Filters and blocks
Offline Themes

Change account settings: [Google Account settings](#)
Change your password and

Send mail as: **Sunil Gautam, Medialab® <**
(Use Medialab® Mail to send from
your other email addresses)
[Learn more](#) **Sunil Gautam, Medialab™ <**
Medialab® [HO] <mail@me
Not an alias.
Medialab™ [Support Desk]
Not an alias.

Change setting as below and click the blue link

[Add another email address](#)

When replying to a message:

- ☐ Reply from the same address to which
- ☒ Always reply from default address (cur
- (Note: You can change the address at the time c

Enter information about your other email address.

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

Name:

Email address:



Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

Send emails through your SMTP server

Configure your emails to be sent through bsspongefactory.com SMTP servers [Learn more](#)

SMTP Server:

Port:

Username:

Password:

As entered during account creation in server

☐ Secured connection using [TLS](#) (recommended)

☐ Secured connection using [SSL](#)

☒ [Unsecured connection](#)

You've chosen to use an unsecured connection to connect Gmail servers to your provider. Please be aware that others might be able to see what you're sending. [Learn more](#).

Add another email address that you own

Confirm verification and add your email address

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

An email with a confirmation code was sent to raipurrajnish@bsspongefactory.com.

[\[Resend email\]](#)

To add your email address, do one of the following:

Click the link in the confirmation email OR Enter and verify the confirmation code

[Close window](#) Check your gMail account for the code

Once Verified, Make the @bsspongefactory.com account as the default account

[make default](#) [edit info](#)

[make default](#) [edit info](#) [delete](#)

default [edit info](#) [delete](#)

[make default](#) [edit info](#) [delete](#)

[unverified](#) [verify](#) [delete](#)

Done...

Unique solution ID: #1043

Author: Medialab®

Last update: 2020-04-29 17:39