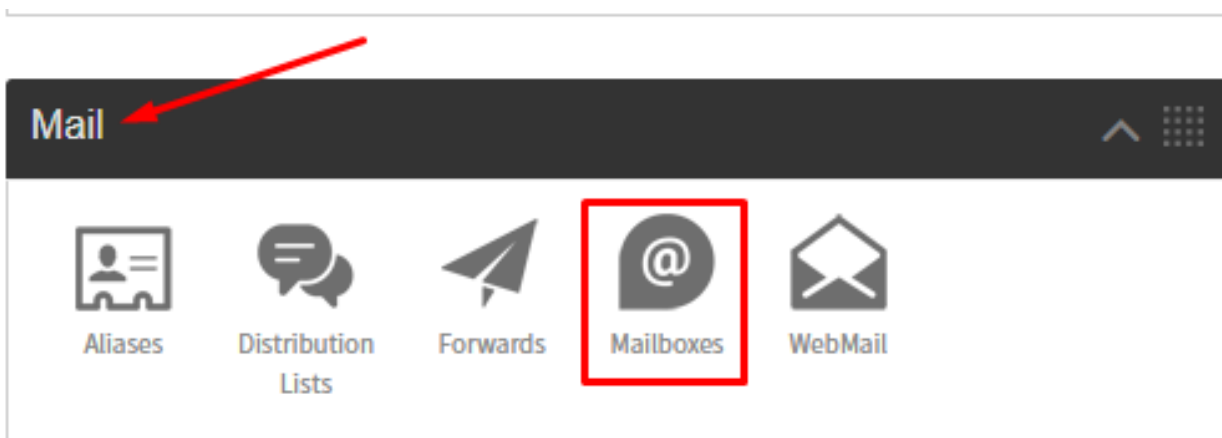


## Misc Articles

### Syndicated Mail - Adding / Managing Mailboxes

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



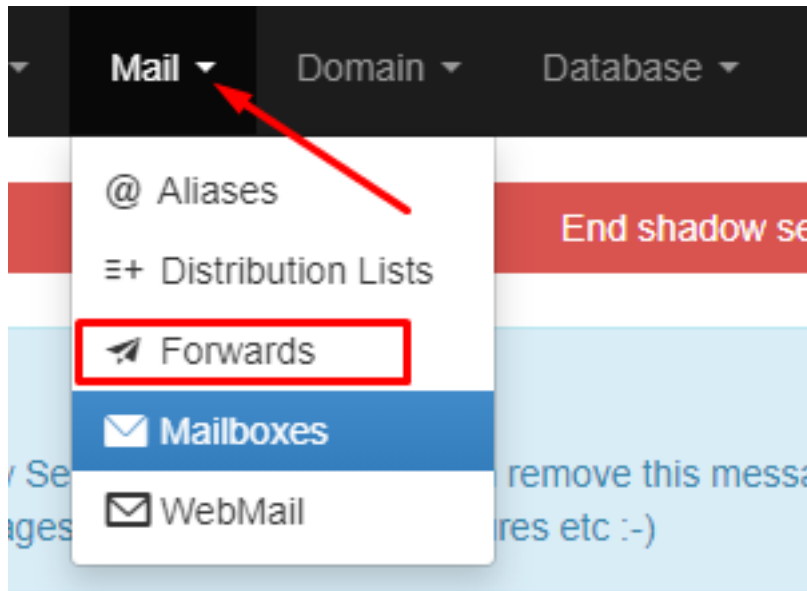
3. Create Mailbox

### 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

## Misc Articles




5. Create a forwarded to the gMail Account

### Create a new forward

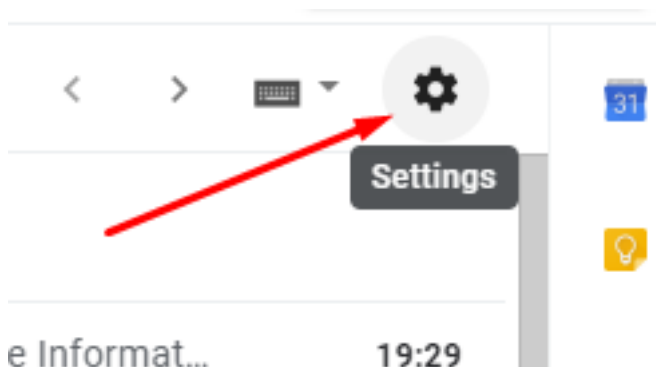
Email Address:

Destination:  @

Keep original message: ☐ 

SERVER PART COMPLETED - gMail PART STARTS

1. In gMail, go to settings



# Misc Articles

## 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

## Misc Articles

### 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](#).

# Misc Articles

## 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](mailto: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®

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