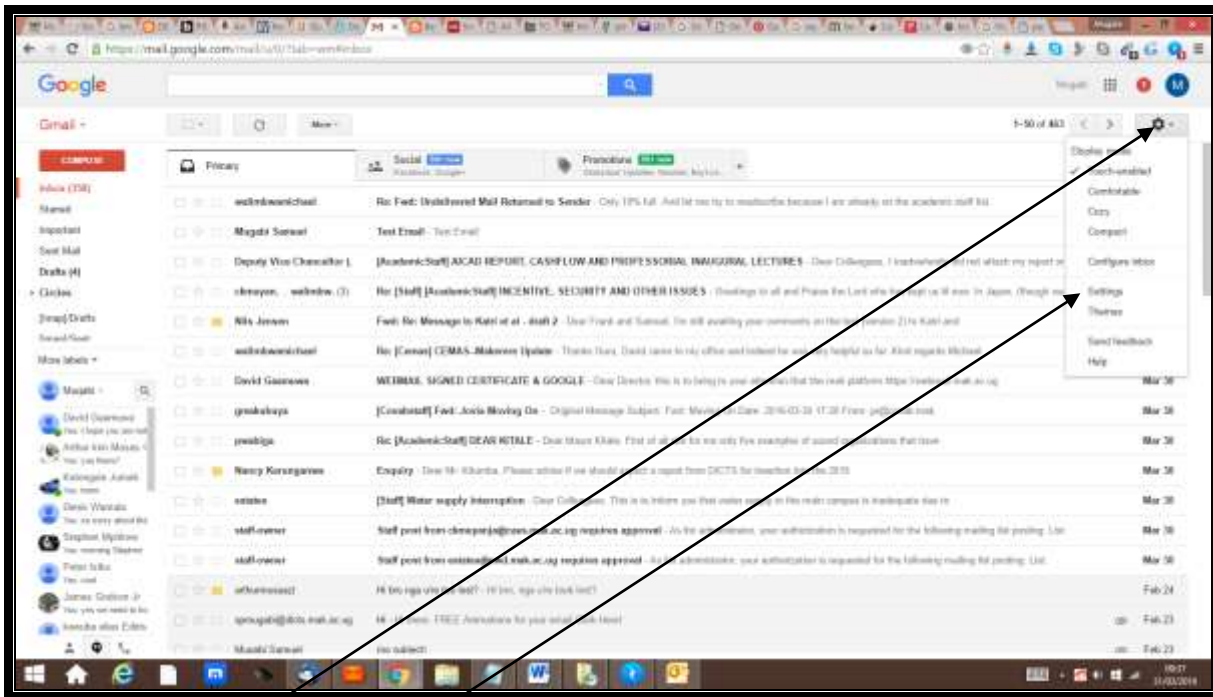


SETTING UP THE GOOGLE MAIL FETCHER

Google Mail Fetcher allows you to import/POP emails into Gmail from another account such as the Mak-email. To enable this feature, follow the steps below.

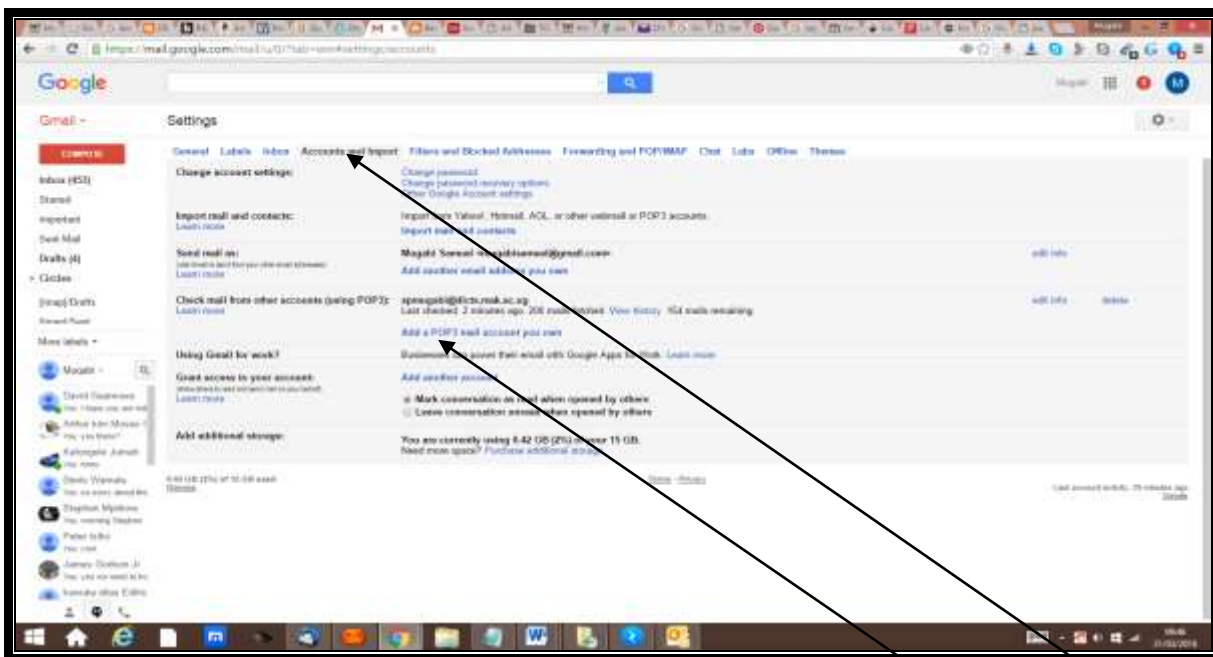
1. Log into your Gmail Account



(2) Click settings

(1) Click the wheel-like feature in the top right corner

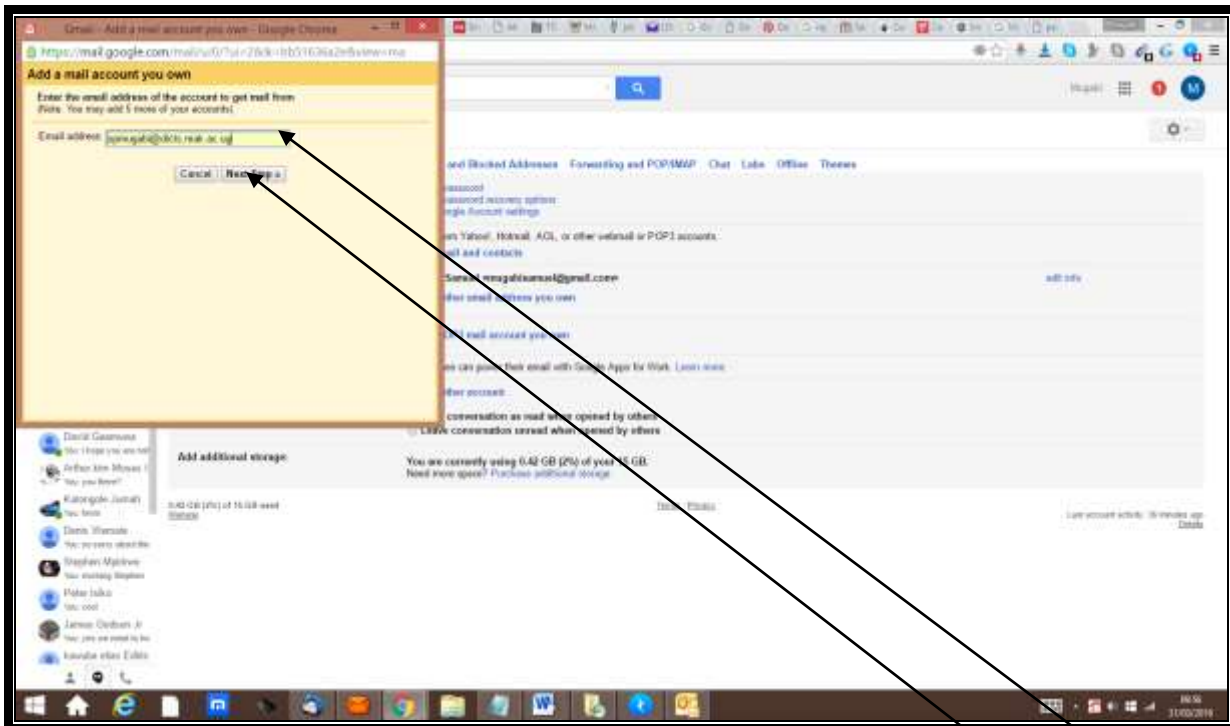
2. Select the "Accounts and Imports" Tab



(4) Click "Add a POP3 Mail account you own"

(3) Click the "Accounts and Imports" Tab

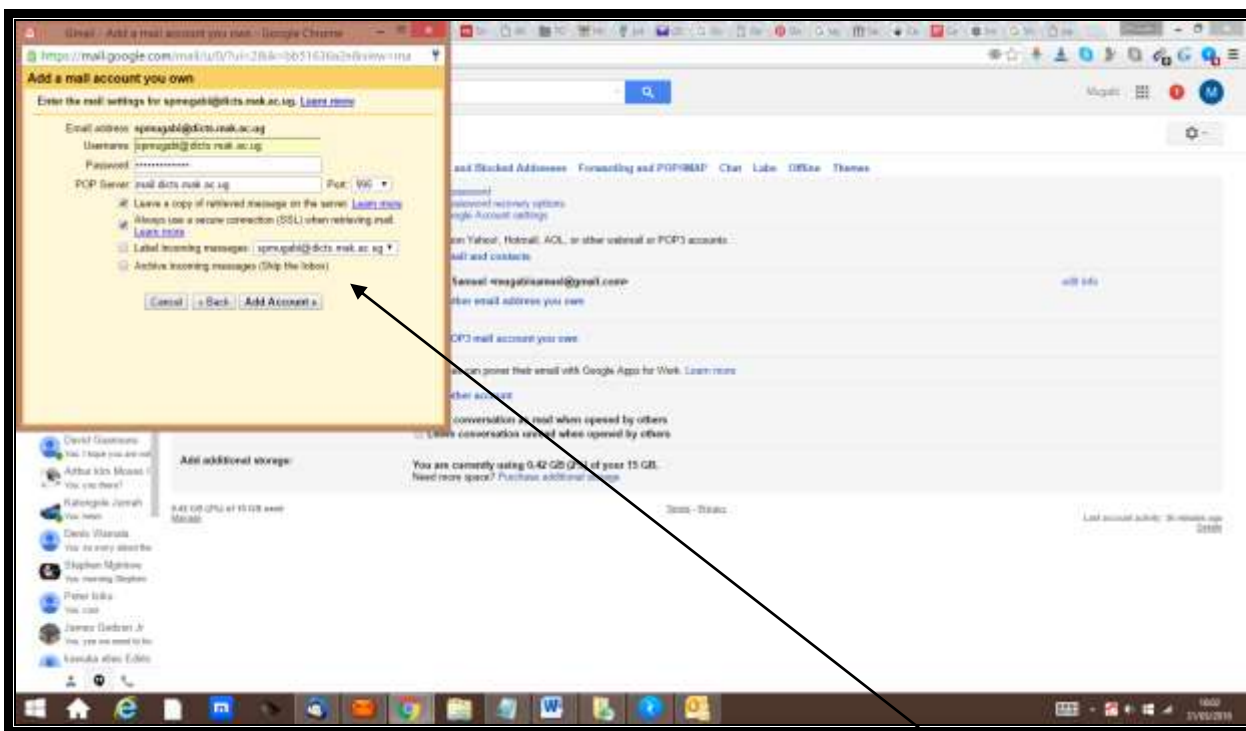
3. Enter your Makerere email address and click next.



(6) Click "Next"

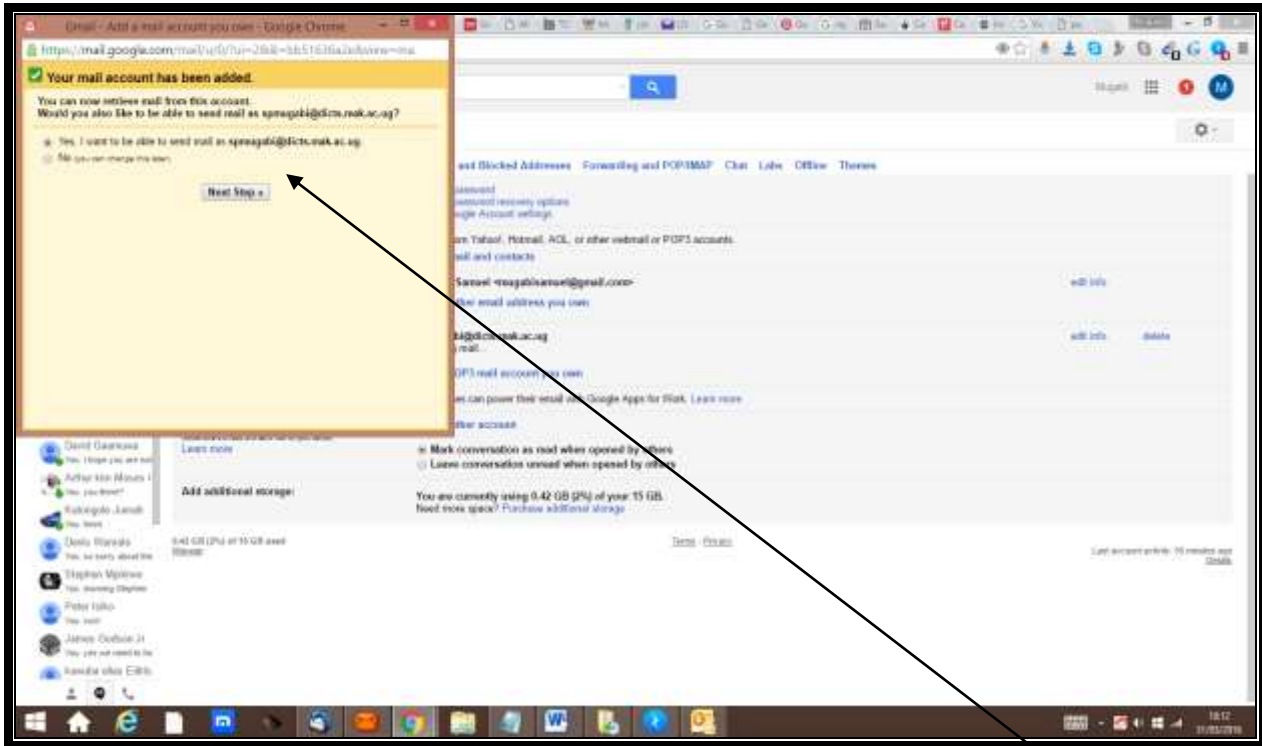
(5) Enter your Makerere email address

4. Enter your Username (full Makerere email address), your password and the POP server (**mail.mak.ac.ug**) and **port number 995**, Select **"Leave a copy of retrieved message on the server"** and Select **"Always use a secure connection (SSL) when retrieving mail."** Then click **"Add Account"**



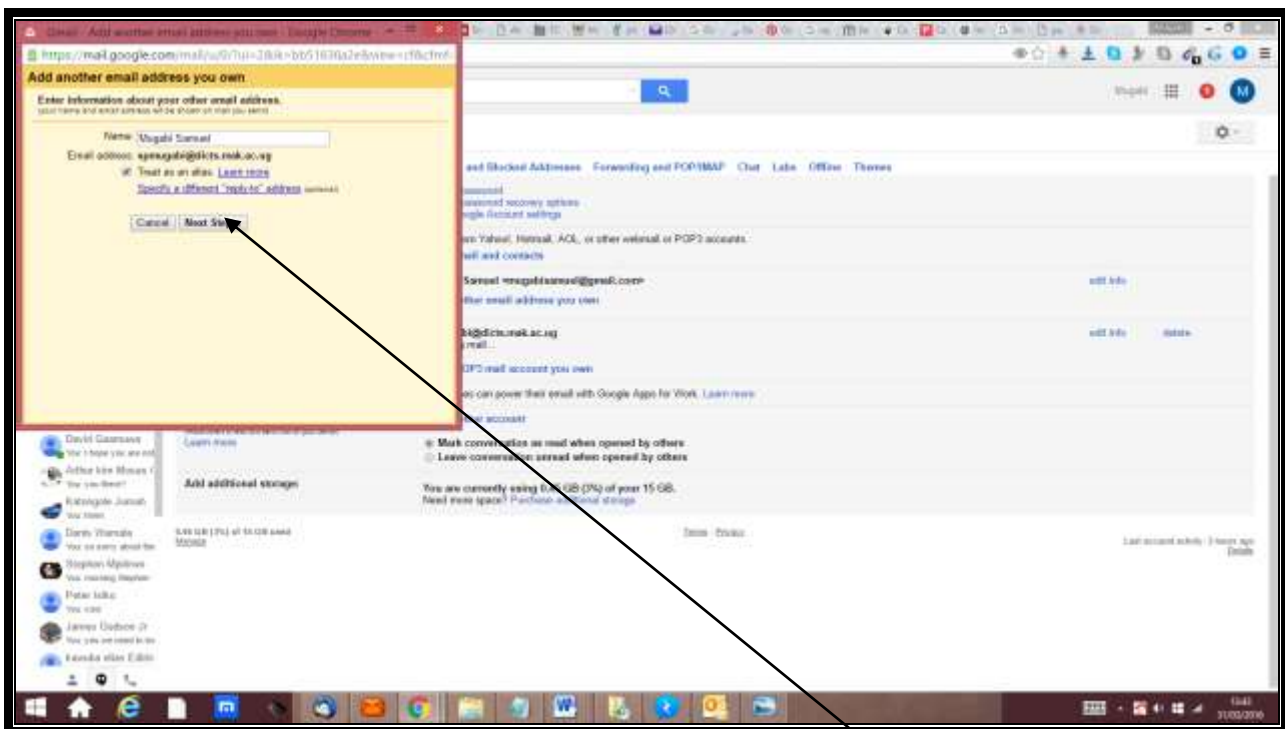
Apply all setting as instructed in the dialog box.

5. Select "Yes" to allow you send mail as "@mak.ac.ug" from Gmail.



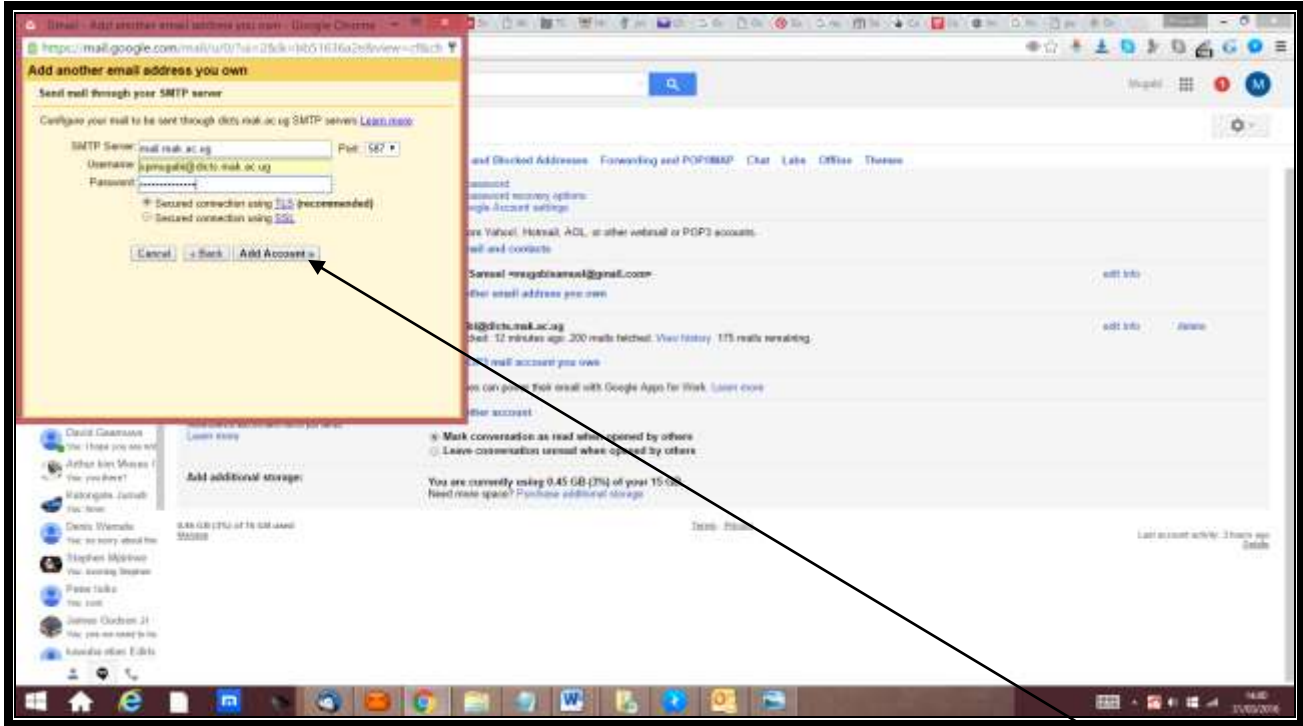
Click "Next step"

6. Click "next step"



Click "Next step"

7. Enter the SMTP Server (**mail.mak.ac.ug**) and **port number 587**, username (**full email address**) and your password, select **“secured connection using TLS”**.



Click “Add Account” and enter the verification code that will be sent to your Makerere email account and you will be done.

After successful implementation of the above steps, the Google Mail Fetcher will automatically pop emails from your Makerere inbox to your Gmail inbox and you will also be able to send as “@mak.ac.ug” from Gmail.