

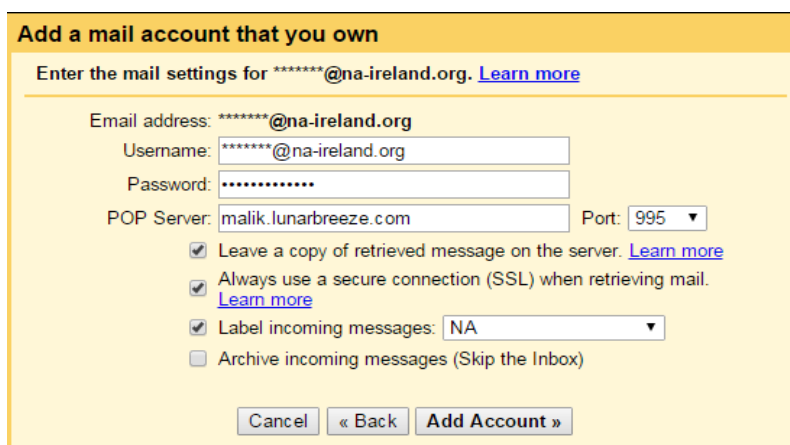
How to use your Gmail account to send & receive @na-ireland.org emails

To receive na-ireland.org emails into your personal GMail account

1. Open your Gmail account.
2. Click the Settings gear in the top right.
3. Select the **Accounts and Import** tab.



4. In the **Check mail from other accounts (using POP3)** section, click **Add a POP3 mail account you own**.
5. Enter the full email address of the @na-ireland.org account, then click **Next Step**.
6. Fill in the settings as follows with your @na-ireland.org email address:

A screenshot of the 'Add a mail account that you own' form in Gmail. The form is titled 'Add a mail account that you own' and has a subtitle 'Enter the mail settings for *****@na-ireland.org. Learn more'. The fields are: Email address: *****@na-ireland.org; Username: *****@na-ireland.org; Password: [redacted]; POP Server: malik.lunarbreeze.com; Port: 995. There are four checkboxes: 'Leave a copy of retrieved message on the server. Learn more' (checked), 'Always use a secure connection (SSL) when retrieving mail. Learn more' (checked), 'Label incoming messages: NA' (checked), and 'Archive incoming messages (Skip the Inbox)' (unchecked). At the bottom are buttons for 'Cancel', '<< Back', and 'Add Account >>'.

To send na-ireland.org emails from your personal GMail account

1. Click the **Accounts and Import** tab.
2. Under Send mail as, click **Add another email address**.
3. In the 'Email address' field, enter your name and your na-ireland.org email address.
4. Fill in the settings as follows

A screenshot of the 'Edit email address' form in Gmail. The form is titled 'Edit email address' and has a subtitle 'Send emails through your SMTP server'. It includes a link 'Configure your emails to be sent through na-ireland.org SMTP servers Learn more'. Below that, it says 'You are currently using: secured connection on port 465 using SSL. To edit, please adjust your preferences below.' The fields are: SMTP Server: malik.lunarbreeze.com; Port: 465; Username: *****@na-ireland.org; Password: [redacted]. There are two radio buttons: 'Secured connection, using SSL (recommended)' (selected) and 'Secured connection using TLS'. At the bottom are buttons for 'Cancel', '<< Back', and 'Save Changes'.

5. Click **Add account >>**
6. Check your @na-ireland.org webmail and either click the link in the message Gmail sent or enter the confirmation code in the Accounts and Import section of your Gmail settings.
 - o If Gmail sent a verification email and you didn't receive it, try checking your Spam or Bulk Mail folders for a message from account-verification-noreply@google.com to see if the email ended up in there.