



Fetch Orange Geek Email in Gmail

Setting up the domain email that was supplied by Orange Geek to fetch on Gmail allows you to view any incoming messages to that domain email on your Gmail account. Once the Gmail Mail Fetcher feature is enabled, it will import all of the messages that were previously received through your domain email and then continue to bring in any new messages received. This feature allows up to 5 emails to be added to a single account.

If you choose to enable the Gmail Mail Fetcher feature, you will still be able to access your domain email on your Orange Geek webmail account. If there is ever an issue with gmail and it stops working or you are not seeing any new emails from your domain email on your gmail account after enabling this feature, go to the following to access your email directly:

- <https://mail.orangegeek.com>
- Username: Full email address
- Password
- Login

Enabling Gmail Mail Fetcher

1. Open your gmail account
2. At the top right, click the gear  and select **Settings**
3. Select the **Account and Import** tab
4. In *Check Mail from other accounts* select **Add a mail account**
5. The “Gmailify” options only works with other major email clients. By default, the “Import emails from my other account (POP3)” will be selected and the **Next>>** can be clicked
6. When directed to a new page, enter your full email address and click **Next Step**
7. Enter this information into the following fields:
 - **Username:** Full email address
 - **Password:** Password used for email
 - **POP Server:** mail.orangegeek.net (make sure it is .net not .com)
 - **Port:** 995

Here are the recommended options for the following features:

- **Leave a copy of retrieved message on the server:** *Recommended to check* - This feature ensures that the emails for this domain account will remain in your original account so it can be accessed through gmail and your original mail server
 - **Always use a secure connection (SSL) when retrieving mail:** *Recommended to check, if this option is not checked the port will need to be changed to 110*
 - **Label incoming messages:** *Recommended to check or uncheck* - this feature labels any messages sent to this domain email so you can easily discern them from messages received from your Gmail account
 - **Archive incoming messages:** *Recommended to uncheck* - this feature sends any message received from this domain email straight to your archive box instead of the inbox
8. Click **Add Account**. This may bring up an error message if something was entered incorrectly. Double check the *POP Server, Port, and Password*, those are the commonly mis-entered fields. Click **Show error details** to get details on the issue
 - 9.

10. When asked *Would you also like to be able to send mail as (domain email)?*

- **Yes, I want to be able to send mail as (domain email)** - this would allow you to compose a message in Gmail, but have it appear to be sent from your domain email
 - Check **Treat as an alias** and select **Next Step**
 - Enter the following into the fields provided:
 - SMTP Server:** mail.orangegeek.net **Port:** 465
 - Username:** Full email address
 - Password:** Passwords used for this emailCheck **Secured connection using SSL**
 - Select **Add Account**
 - Open the confirmation email that will be in your original email account and click the confirmation link to finish setup
- **No (you can change this later)** - if you only want to receive messages from this email in your Gmail account but not send from it
 - Select **Finish**

Please Note: There is no setting in Gmail to change the fetch interval (how often the server checks for incoming messages). If Gmail doesn't see any new emails on the POP3 domain account you just added for a long period of time, it will automatically set the fetch interval to 1 hour. You can force it to check for new emails by going to your Gmail inbox and clicking the refresh button as shown in the screenshot below:

