How To Set Up Email With Your Gmail Account

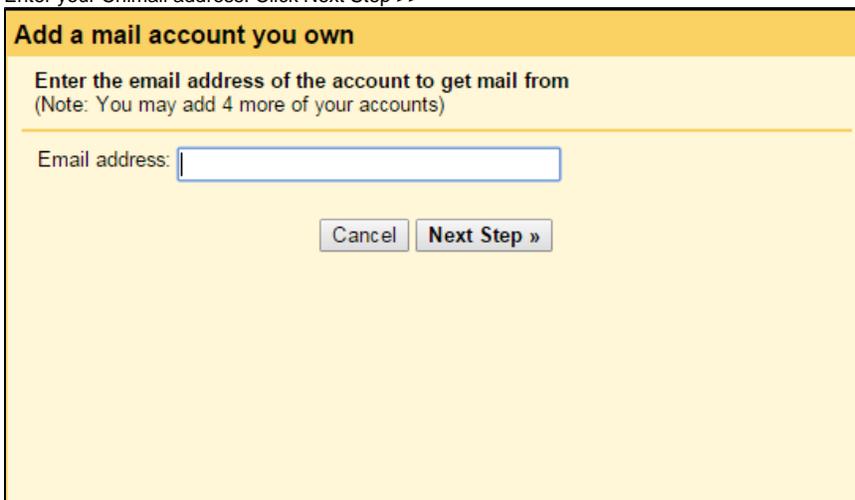## This article is intended for CHI clients only.

This article is intended for clients with email accounts set up on our email services through dashboard or CHI. If you are a Reseller, VPS or Dedicated Server client, please take note that some of the instructions below may not apply to your account.

If you'd like to automatically forward your emails from your Chimail account (the email associated with your WestHost domain name) to your Gmail account, follow these steps:

Step 1: Add A Mail Account In Gmail

1. Log into your Gmail account.
2. Click on the settings icon in the top right corner (it looks like a gear).
3. Select Settings.
4. Click the Accounts tab.
5. Find the 'Check mail from other accounts (using POP3)" section, then click Add a POP3 mail account you own.
6. Enter your Chimail address. Click Next Step >>

Step 2: Enter Your Chimail Mail Information

1. Type in your Chimail address where it says Username. (Note: the default will be just your address without the domain, but make sure to include @yourdomain.com).
2. Enter the password associated with your chimail account.
3. Change the POP server to: mail.hostedemail.com.
4. Change the port to: 995.
5. Make sure the box that says 'Always use a secure connection (SSL) when retrieving mail.' is checked. You can choose whether or not to check the other boxes based on your preferences.

Step 3: Verify That the information You Submitted Is Correct

1. Your form should look similar to the one below (with your own domain in place):

2. Click Add Account. You should be directed to a new page asking whether or not you'd like to send mail from your Chimail account (you can change this setting later). Click Next Step, or Finish depending on whether or not you want to set up outgoing mail.

Emails sent to your Chimail account should now be forwarded automatically to your Gmail account.

ⓘ   If you need additional help, feel free to contact our 24/7 technical support.

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