

Title: Adding Remote Email Accounts

Subtitle: Email

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You can download email messages from a remote POP3 or Gmail account to your Web-Based Email account. To do so, you need to add the remote email account through your Settings menu. To Add a Remote Email Account From the **Settings** menu, click **Personal Settings**. Click the **Remote Email** tab. Click **Add New**. From the **Type** list, select the type of email account you want to access. In the **Server** field, type the name of your email server. If you are accessing a Gmail account, you do not need to enter anything in this field. In the **User Name** field, type the user name of the email account you want to access. In the **Password** field, type the password of the email account you want to access. From the **Delivery Folder** list, select the folder you want to use for storing email messages from the account you want to access. To filter spam messages and apply message filtering rules, select **Filter Spam and Apply Delivery Rules**. To automatically check the email account for messages, select **Check Automatically**. To leave a copy of the messages on your server, select **Leave Copy on Server**. Click **OK**.