

pair Knowledge Base

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How to Use Gmail with pair Email

Shared VPS Dedicated WP Professional Plus

WP Enthusiast and WP Professional hosting accounts can use this tutorial if the [Email Add On](#) has been enabled.

You can use your pair custom email on a Gmail account. This will allow you to use the Gmail interface while receiving and sending email for the pair custom email.

Step 1: Create a Gmail Address

If you already have a Gmail account, proceed to [Step 2: Create a Mailbox in the ACC](#).

Create a Google Account by going to [Google's sign-up page](#) and filling out the form. Be sure to remember the login credentials.

Step 2: Create a Mailbox in the ACC

Next, you need a custom mailbox in the [Account Control Center \(ACC\)](#). You can either [create a new one](#) or use an existing one.

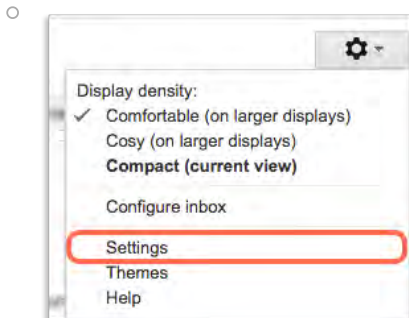
To find your existing mailboxes:

1. Log into the [ACC](#)
2. Click **E-Mail** in the left sidebar
3. Click **E-mail Settings** in the drop-down
4. Under **Mailbox Usage**, click **Mailboxes Currently Configured**

5. Choose a mailbox from the list to use
6. You can click on the mailbox's name to see the mailbox's information

Step 3: Giving Gmail Access to Your pair Email

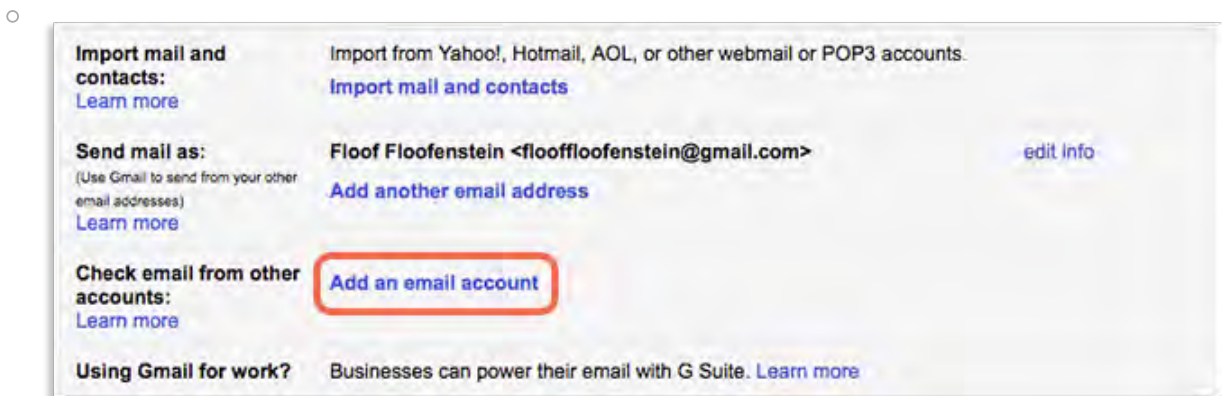
1. Log in to your Gmail account
2. Go to **Settings**



3. Click the **Accounts and Import** category



4. Next to **Check email from other accounts**, click **Add an email account**



5. Next to **Email Address**, enter your pair email address

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Add an email account

Enter the email address that you would like to add.

Email address: eahall1234@eahall.pairsite.com

Cancel Next »

6. Click **Next**

7. Select **Import emails from my other account (POP3)**

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Add an email account

You can either import emails from eahall1234@eahall.pairsite.com to your Gmail inbox, or link the accounts using Gmailify. With Gmailify, you keep both email addresses but can manage emails from both using your Gmail inbox. [More about Gmailify](#)

Link accounts with Gmailify

Gmailify is not available for this provider.

Import emails from my other account (POP3)

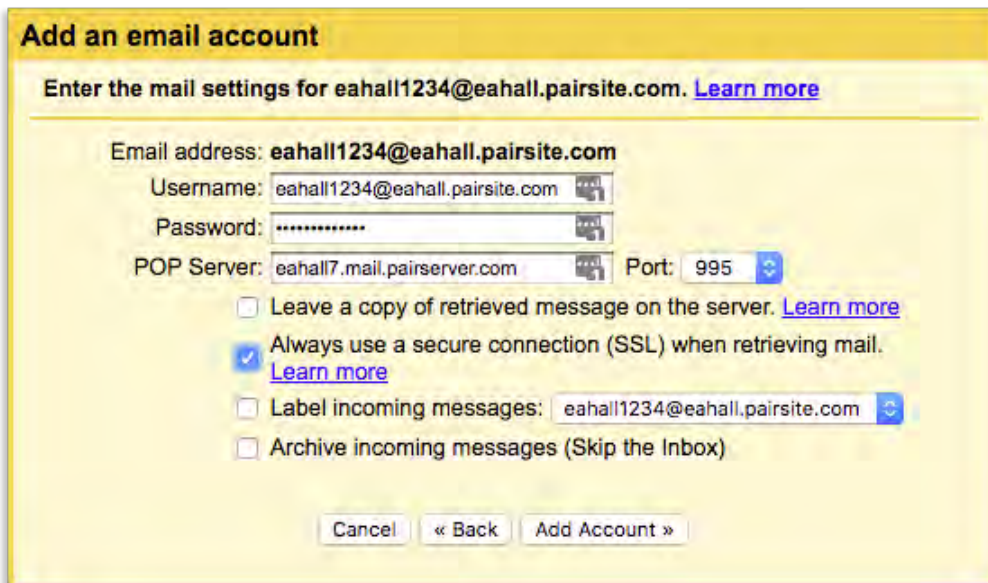
Cancel << Back Next >>

8. Click **Next**

9. In the next window, input your:

- **Username:** This will be the same as your email address.
- **Password:** Enter the password associated with this mailbox. Note, this is not the same as your ACC password.
- **POP Server:** This will be ACCusername.mail.pairserver.com. Replace ACCusername with your ACC username.

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Add an email account

Enter the mail settings for eahall1234@eahall.pairsite.com. [Learn more](#)

Email address: eahall1234@eahall.pairsite.com

Username: eahall1234@eahall.pairsite.com

Password:

POP Server: eahall7.mail.pairsite.com Port: 995

Leave a copy of retrieved message on the server. [Learn more](#)

Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

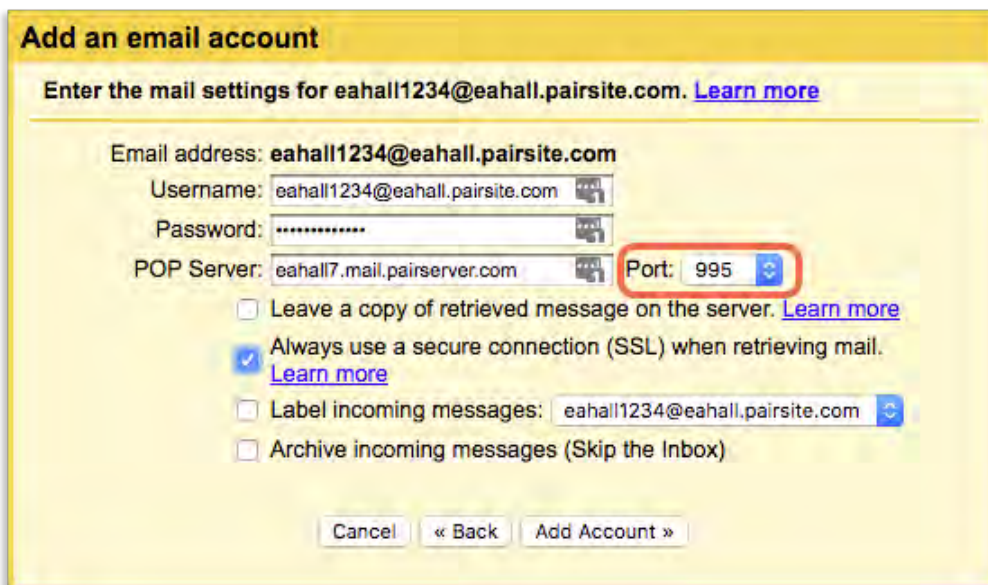
Label incoming messages: eahall1234@eahall.pairsite.com

Archive incoming messages (Skip the Inbox)

Cancel « Back Add Account »

10. In the **Port** drop-down, select **995**

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Add an email account

Enter the mail settings for eahall1234@eahall.pairsite.com. [Learn more](#)

Email address: eahall1234@eahall.pairsite.com

Username: eahall1234@eahall.pairsite.com

Password:

POP Server: eahall7.mail.pairsite.com Port: 995

Leave a copy of retrieved message on the server. [Learn more](#)

Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages: eahall1234@eahall.pairsite.com

Archive incoming messages (Skip the Inbox)

Cancel « Back Add Account »

11. Check the box next to **Always use a secure connection (SSL) when retrieving mail**

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Add an email account

Enter the mail settings for eahall1234@eahall.pairsite.com. [Learn more](#)

Email address: eahall1234@eahall.pairsite.com

Username: eahall1234@eahall.pairsite.com

Password:

POP Server: eahall7.mail.pairsite.com Port: 995

Leave a copy of retrieved message on the server. [Learn more](#)

Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages: eahall1234@eahall.pairsite.com

Archive incoming messages (Skip the Inbox)

Cancel << Back Add Account >>

12. Click **Add Account**

Step 4: Enabling Gmail to Send Mail as Your ACC Address

If you don't want your responses to show that they're coming from a Gmail account, you need to enable Gmail to respond as your ACC mailbox.

Enabling Gmail to Respond as an ACC Mailbox

1. On the next window, click **Yes, I want to be able to send mail as**

Your mail account has been added.

You can now retrieve mail from this account.
Would you also like to be able to send mail as eahall1234@eahall.pairsite.com?

Yes, I want to be able to send mail as eahall1234@eahall.pairsite.com.

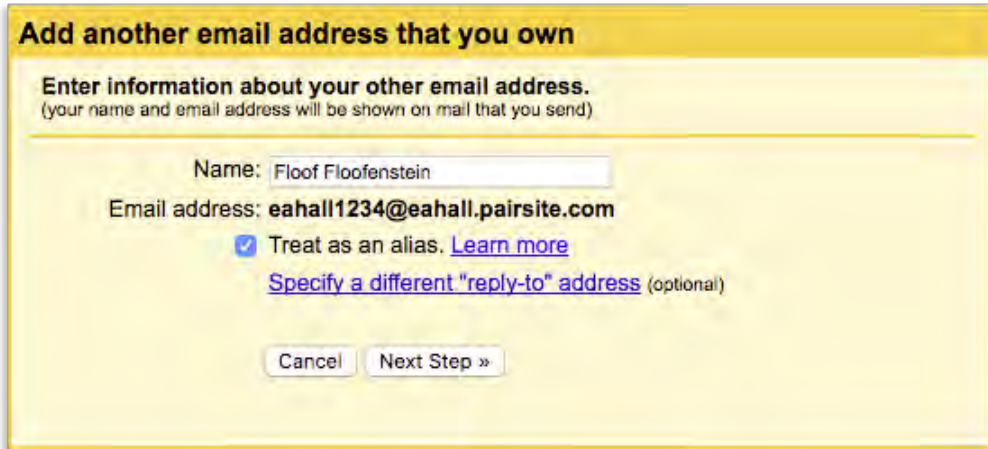
No (you can change this later)

Next >>

If you accidentally exited out of the window after adding your account, you can access this interface by going to **Accounts and Imports**. Then, scroll down to the **Send mail as** category and click **Add another email address**. You will be able to follow the rest of the tutorial with very little difference.

2. Click **Next**
3. In the pop-up box, enter your name in the allotted space

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Add another email address that you own

Enter information about your other email address.
(your name and email address will be shown on mail that you send)

Name: Floof Floofenstein

Email address: eahall1234@eahall.pairsite.com

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

Cancel Next Step »

4. Make sure **Treat as Alias** is checked
5. Click **Next Step**
6. Input your:

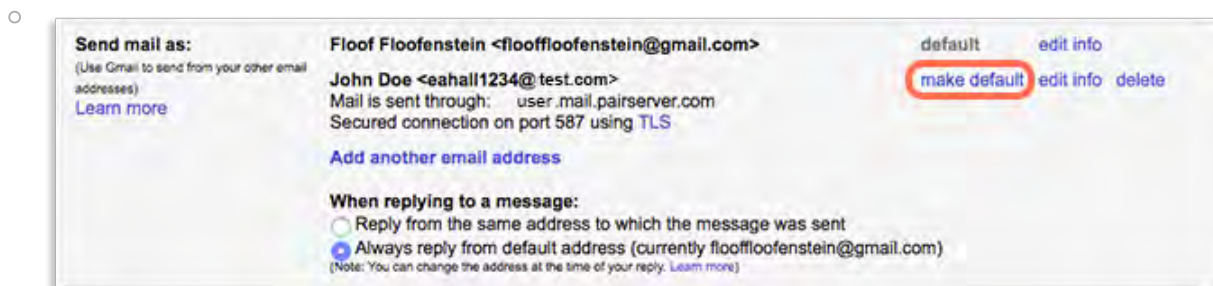
SMTP Server

This will be *username.mail.pairsite.com*. Replace username with your ACC username.

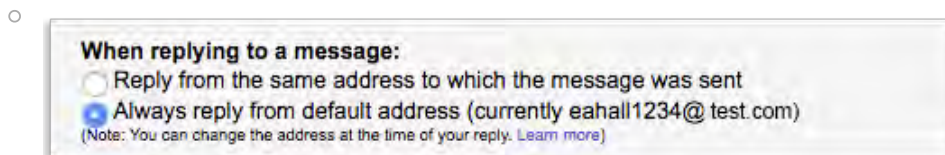
Username**Password**

7. Select whether you want a **Secured connection using TLS** or a **Secured connection using SSL**
8. Select a port number
9. Click **Add Account**
10. You will be asked to confirm your ACC email address. To check your ACC mailbox, log in to **webmail** using your mailbox credentials.
11. Once your email has been verified, return to the **Account and Import** section of Gmail **Settings**

12. Go to the **Send mail as** section and, next to your ACC email, click **make default**



13. Under **Replying to a message**, select whether you want the **Reply from the same address to which the message was sent** or **Always reply from the default address**



Now you can send and receive mail from your ACC email address through your Gmail account interface.

Updated on February 5, 2019