

# How To Set Up Email With Your Gmail Account

*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 the instructions below may not apply to your account.*

If you would like to automatically forward your emails from your Chimail account (the email associated with your Midphase domain name) to your Gmail account, follow the steps below:

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

7. Type in your Chimail address in the area where it says Username. (Note: the default will be just your address without the domain, but make sure to include @yourdomain.com).
8. Enter the password associated with your Midphase chimail account.
9. Change the POP server to: mail.hostedemail.com.
10. Change the port to: 995.
11. Make sure to check the box that says 'Always use a secure connection (SSL) when retrieving mail.' You can choose whether or not to check the other boxes based on your preferences.
12. Click Add Account. You should then 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 would like 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 24x7 [technical support](#) staff.

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