

Gmail

Adding NUS POP3 email account



A. Introduction

This document shows the step by step instructions on how to receive/send via your NUS email account in Gmail using **POP3**.

POP is the acronym for Post Office Protocol which defines a method for mail retrieval.

POP allows you to either:

- **Leave messages on the server** - this keeps a copy of your mail on the server so you can access your mail from any client that connects to the server
- **Remove messages from server** - this downloads your mail to the local hard disk where your client resides and deletes the messages from the server. This will clear up your disk space on the server. Note that for this option the messages are not accessible from anywhere else except your local hard disk.

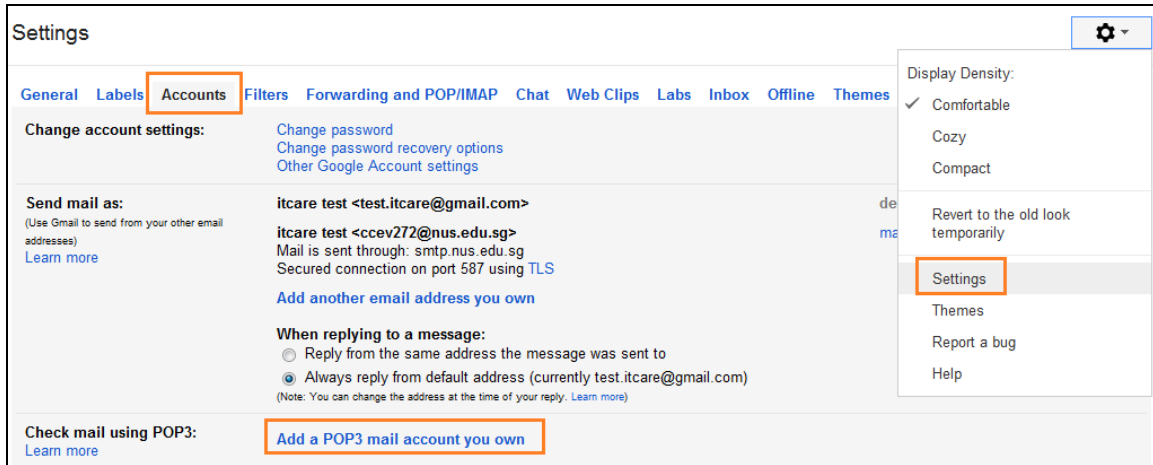
Limitations of POP3:

- Messages are not accessible from another client once they are downloaded to the local hard disk, therefore it is ideal when only one workstation is used for mail retrieval.
- Not able to manage folders other than the Inbox folder
- Not able to transfer only selected parts of a message (e.g. the text portion of a multimedia mail message)

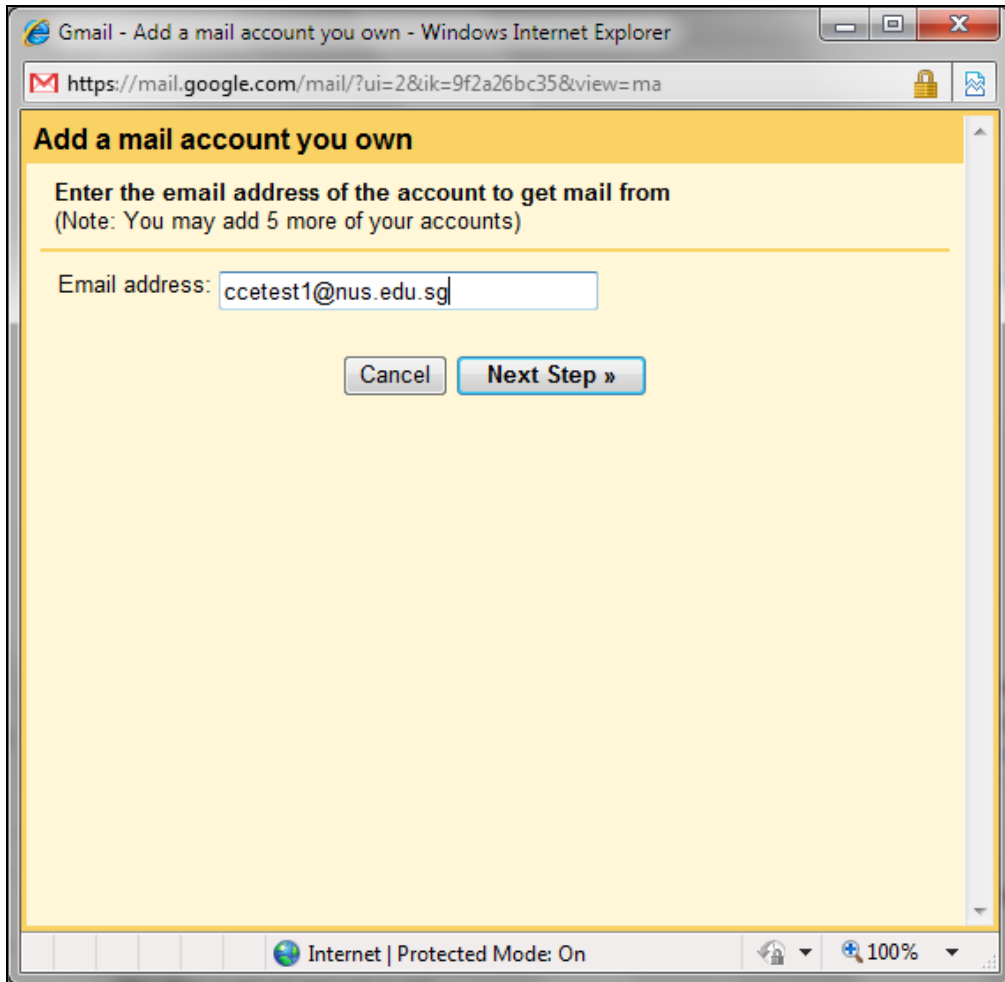
B. Configure POP3 in Gmail

1. After you have logged in to Gmail, click on the **Settings** icon on the right and select **Settings**.

Next, click on **Accounts**, followed by **Add a POP3 mail account you own**.



2. Enter your full NUS email address and click **Next Step**.



3. Enter the following settings:

Username: your NUS UserID

Password: your NUS email password

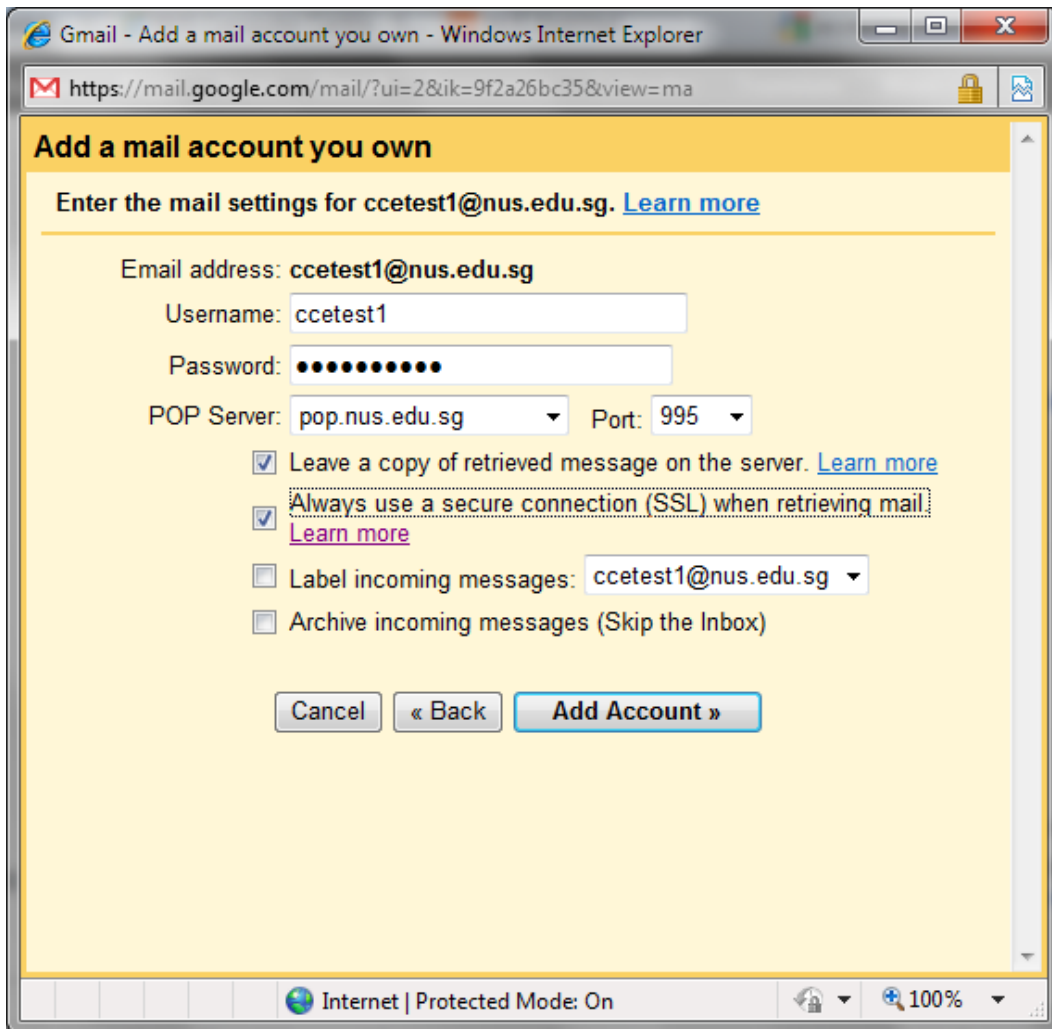
POP Server: select **pop.nus.edu.sg** from the list

Port: select **995**

You may want to tick on “Leave a copy of retrieved message on the server” - it keeps a copy of your mail on the server so you can access your mail from any client that connects to the server.

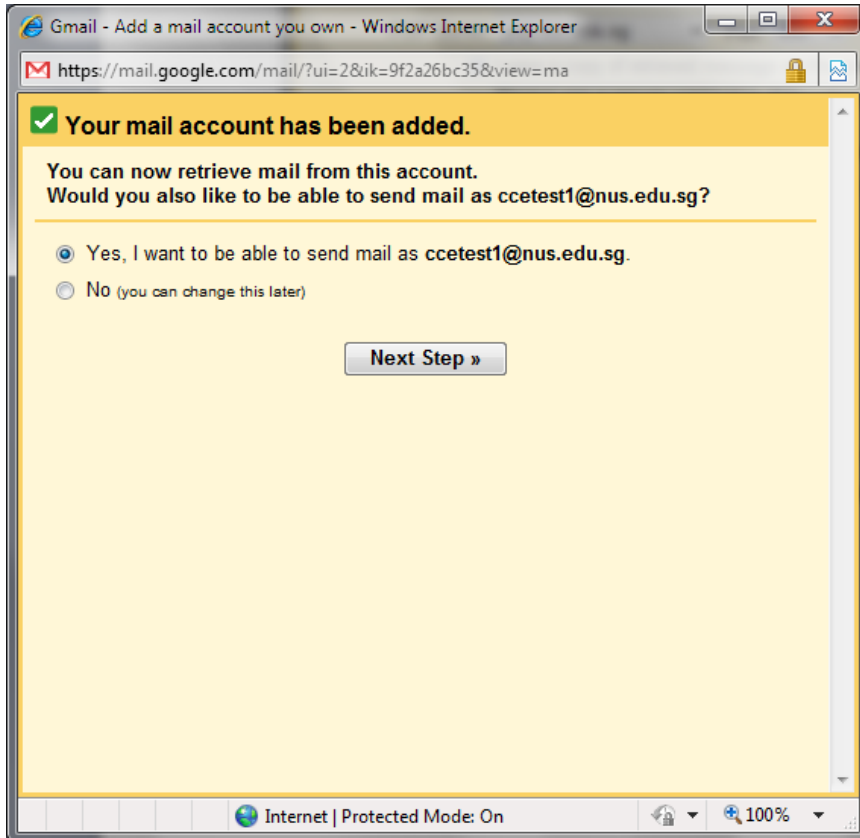
Tick on “Always use a secure connection (SSL) when retrieving mail”.

Click **Add Account**.

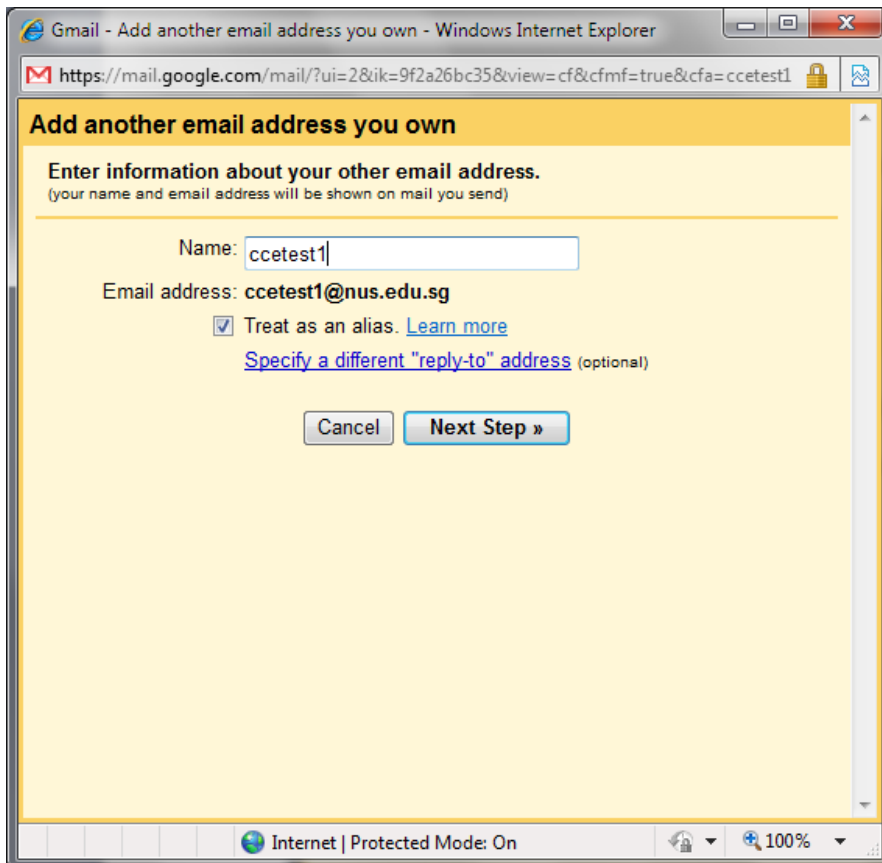


The screenshot shows the Gmail 'Add a mail account you own' settings page in a Windows Internet Explorer browser. The page title is 'Gmail - Add a mail account you own - Windows Internet Explorer'. The URL is 'https://mail.google.com/mail/?ui=2&ik=9f2a26bc35&view=ma'. The main heading is 'Add a mail account you own'. Below this, it says 'Enter the mail settings for cctest1@nus.edu.sg. [Learn more](#)'. The settings are as follows: Email address: cctest1@nus.edu.sg; Username: cctest1; Password: [masked]; POP Server: pop.nus.edu.sg; Port: 995. There are four checkboxes: 'Leave a copy of retrieved message on the server. [Learn more](#)' (checked), 'Always use a secure connection (SSL) when retrieving mail! [Learn more](#)' (checked), 'Label incoming messages: cctest1@nus.edu.sg' (unchecked), and 'Archive incoming messages (Skip the Inbox)' (unchecked). At the bottom, there are three buttons: 'Cancel', '« Back', and 'Add Account »'. The browser status bar at the bottom shows 'Internet | Protected Mode: On' and a zoom level of 100%.

4. Select "Yes, I want to be able to send mail as.....". Click **Next Step**.



5. Specify your preferred name and click **Next Step**.



6. Select “Send through nus.edu.sg SMTP servers” and enter the following:

SMTP Server: **smtp.nus.edu.sg**

Port: **587**

Username: domain/NUS UserID

For example, if you are a staff, enter nusstf/ccetest1

if you are a student, enter nusstu/a0012345

if you are a visitor, enter nusext/ccev123

Password: your NUS email password

Select “Secured connection using TLS”.

Click **Add Account**.

Gmail - Add another email address you own - Windows Internet Explorer

https://mail.google.com/mail/?ui=2&ik=9f2a26bc35&view=cf&cfmf=true&cfa=ccetest1

Add another email address you own

Send mail through your SMTP server?

When you send mail as **ccetest1@nus.edu.sg**, the mail can either be sent through Gmail or through nus.edu.sg SMTP servers.

Send through Gmail (easier to set up)

Send through nus.edu.sg SMTP servers [Learn more](#)

SMTP Server: Port:

Username:

Password:

Secured connection using [TLS \(recommended\)](#)

Secured connection using [SSL](#)

Internet | Protected Mode: On 100%

7. You will next receive a confirmation email from Gmail in your NUS email address to complete the setup.