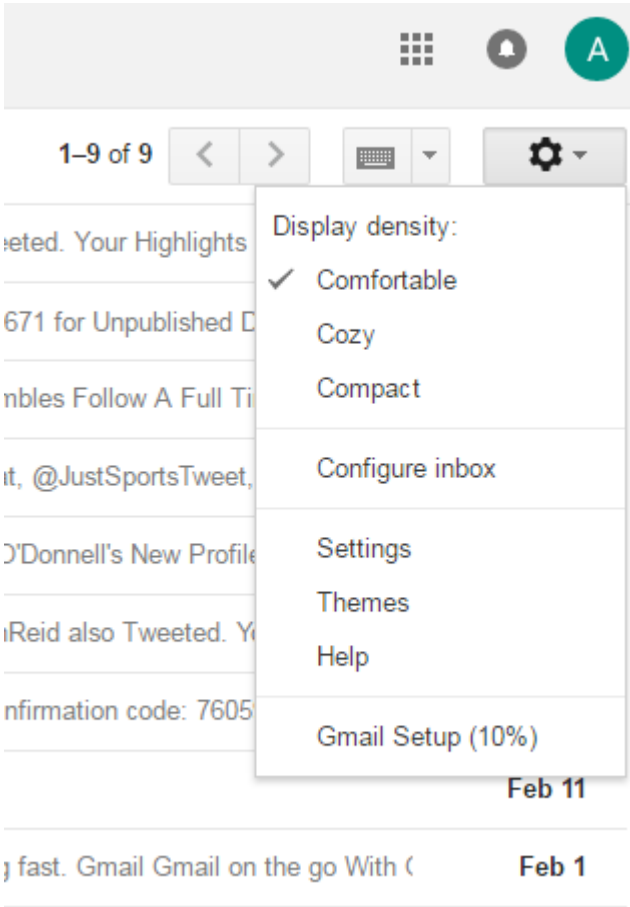


# How To Configure Vistaprint Webmail To Gmail

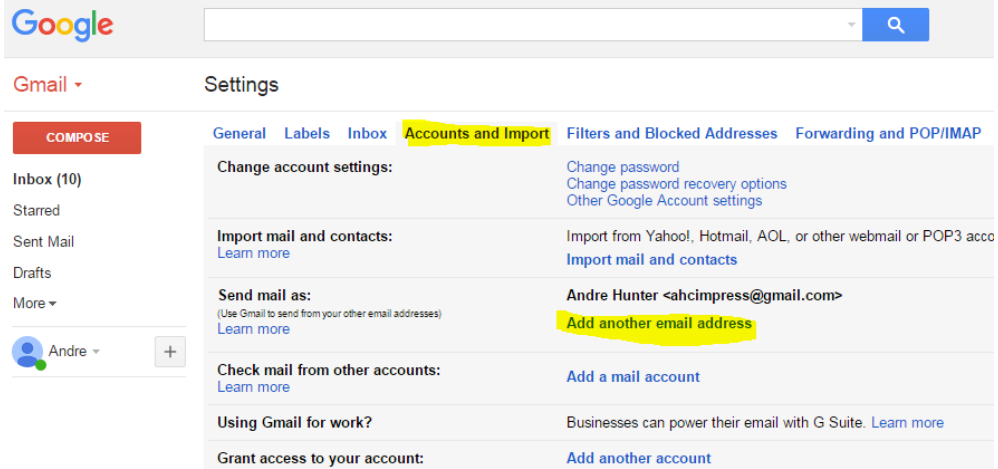
The process first begins with signing into your Gmail account.

Once signed in, click the gear icon to the top right and select the **Settings** option from the drop down menu.



Once the settings page loads, select the Accounts and Import tab.

In the *Check mail from other accounts* section click **Add another email address**.



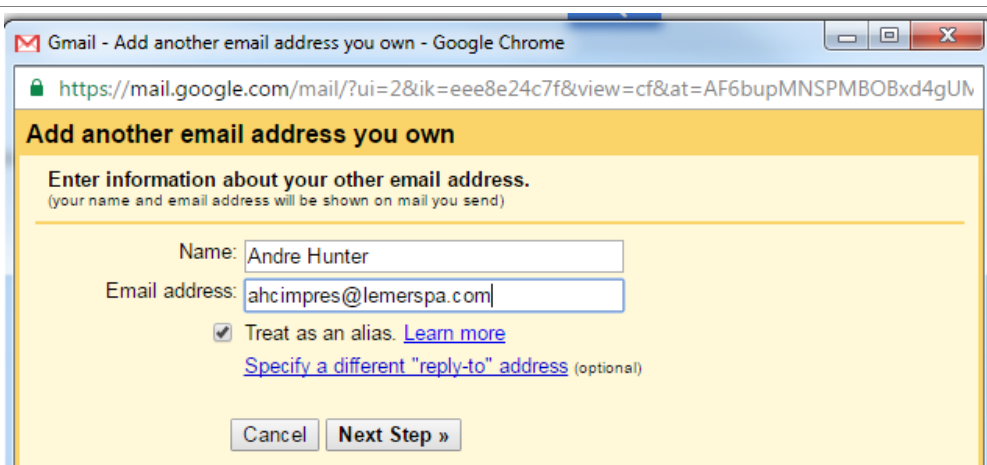
A pop up will now appear requesting information:

**Name:** The name you wish to be displayed to email recipients in the “*From*” field.

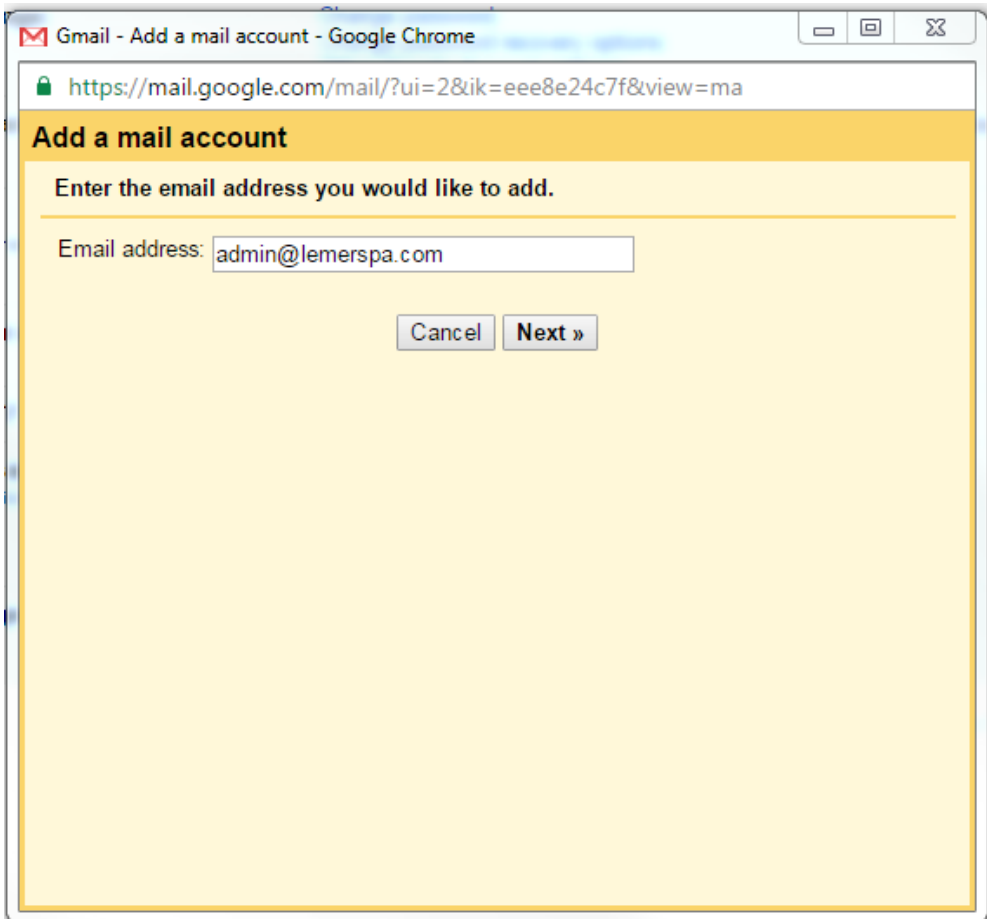
**Email Address:** Enter the Vistaprint email address you wish to synchronize.

Remove the check mark from the *Treat as an alias* check box and click **Next Step**.

Enter the email address that you would like to add in the space provided and click **Next**.

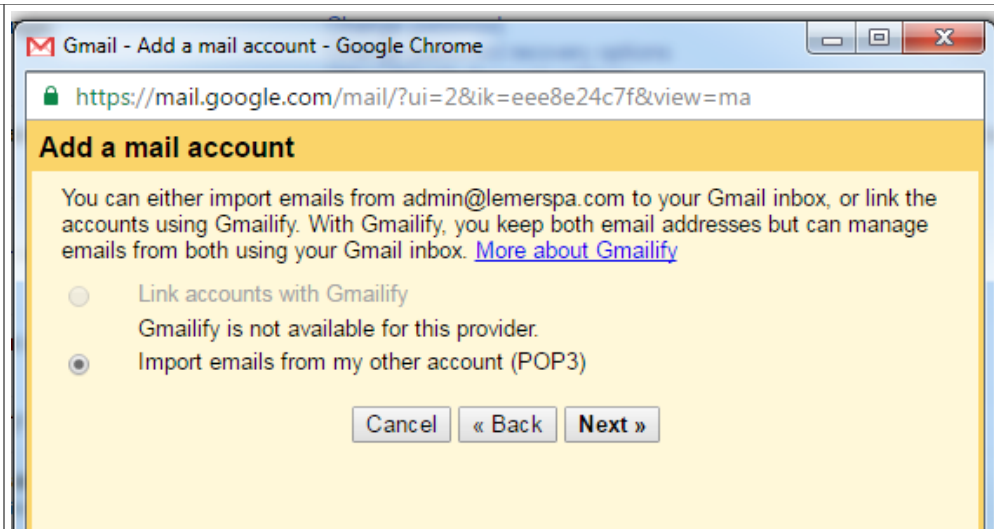


The screenshot shows a web browser window titled "Gmail - Add another email address you own - Google Chrome". The address bar shows the URL: <https://mail.google.com/mail/?ui=2&ik=eee8e24c7f&view=cf&at=AF6bupMNSPMBOBxd4gUN>. The page has a yellow header with the title "Add another email address you own". Below the header, the text reads "Enter information about your other email address. (your name and email address will be shown on mail you send)". There are two input fields: "Name:" with the value "Andre Hunter" and "Email address:" with the value "ahcimpres@lemerspa.com". A checkbox labeled "Treat as an alias" is checked. Below the checkbox is a link "Learn more" and another link "Specify a different 'reply-to' address (optional)". At the bottom, there are two buttons: "Cancel" and "Next Step »".



The screenshot shows a web browser window titled "Gmail - Add a mail account - Google Chrome". The address bar shows the URL: <https://mail.google.com/mail/?ui=2&ik=eee8e24c7f&view=ma>. The page has a yellow header with the title "Add a mail account". Below the header, the text reads "Enter the email address you would like to add.". There is one input field labeled "Email address:" with the value "admin@lemerspa.com". At the bottom, there are two buttons: "Cancel" and "Next »".

Select the option “*Import emails from my other account (POP3)*” and click **Next**.



On the new screen enter the following:

**Username:** The email address to be accessed

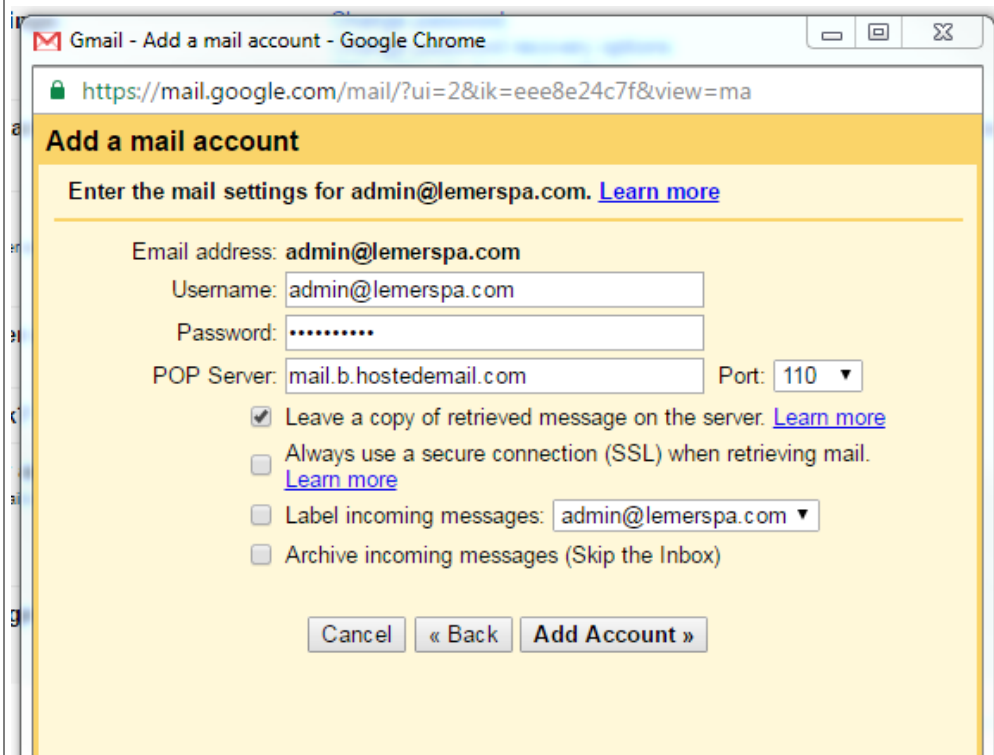
**Password:** The password for the email address being accessed

**POP Server:** mail.b.hostedemail.com

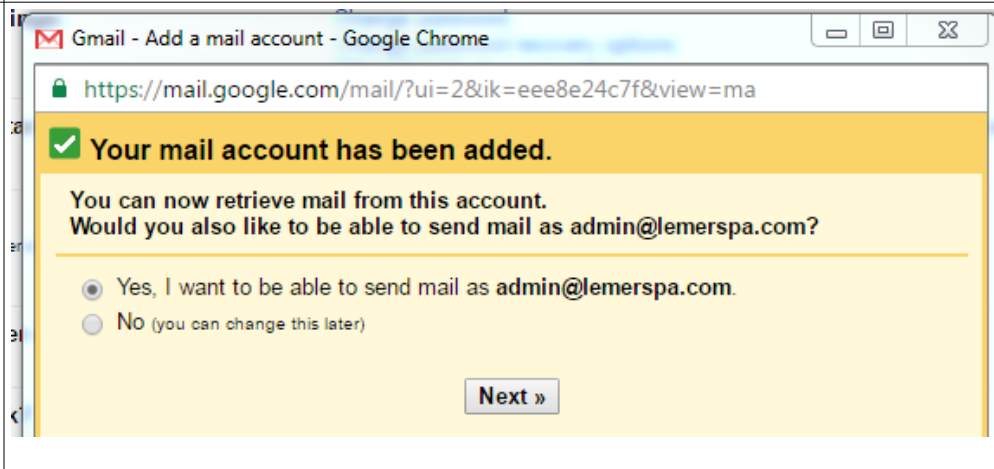
**Port:** 110

It is recommended to check the box “*Leave a copy of retrieved message on the server*”. All other boxes may remain unchecked.

After completing the above click **Add Account**.



To configure the outgoing settings so emails are also sent using the Vistaprint email from the Gmail account select “*Yes, I want to be able to send mail as*” and click **Next**.



Remove the check mark from the *Treat as an alias* check box and click **Next Step**.

Gmail - Add another email address you own - Google Chrome  
https://mail.google.com/mail/?ui=2&ik=eee8e24c7f&view=cf&cfmf=true&cfa=adr

### Add another email address you own

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

Name:

Email address:

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

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

You may then fill in the following information:

**SMTP Server:** mail.b.hostedemail.com

**Port:** 25

**Username:** email address that you wish the email to be sent from on your Vistaprint account

**Password:** The password for the email address

Finally, you may select the radio button for **Unsecured connection** and click **Add Account**.

Gmail - Add another email address you own - Google Chrome  
https://mail.google.com/mail/?ui=2&ik=eee8e24c7f&view=cf&cfmf=true&cfa=adr

### Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through lemerspa.com SMTP servers [Learn more](#)

SMTP Server:  Port:

Username:

Password:

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

Secured connection using [SSL](#)

[Unsecured connection](#)

You have chosen to use an unsecured connection to connect Gmail servers to your provider. Be aware that others might be able to see what you're sending. [Learn more](#).

You will then be required to sign into your Vistaprint email address to access the confirmation code sent by Google.

Copy and paste it in the box provided and click the **Verify** button.

After this, you will be able receive and send emails through your Gmail account and have it reflect your Vistaprint email address.

Gmail - Add another email address you own - Google Chrome  
https://mail.google.com/mail/?ui=2&ik=eee8e24c7f&view=cf&cfmf=true&cfa=adr

### Add another email address you own

Confirm verification and add your email address

Congratulations, we successfully located your other server and verified your credentials. Just one more step!

An email with a confirmation code was sent to [admin@lemerspa.com](#). [\[Resend email\]](#)

To add your email address, do one of the following:

Click on the link in the confirmation email

OR

Enter and verify the confirmation code

[Close window](#)