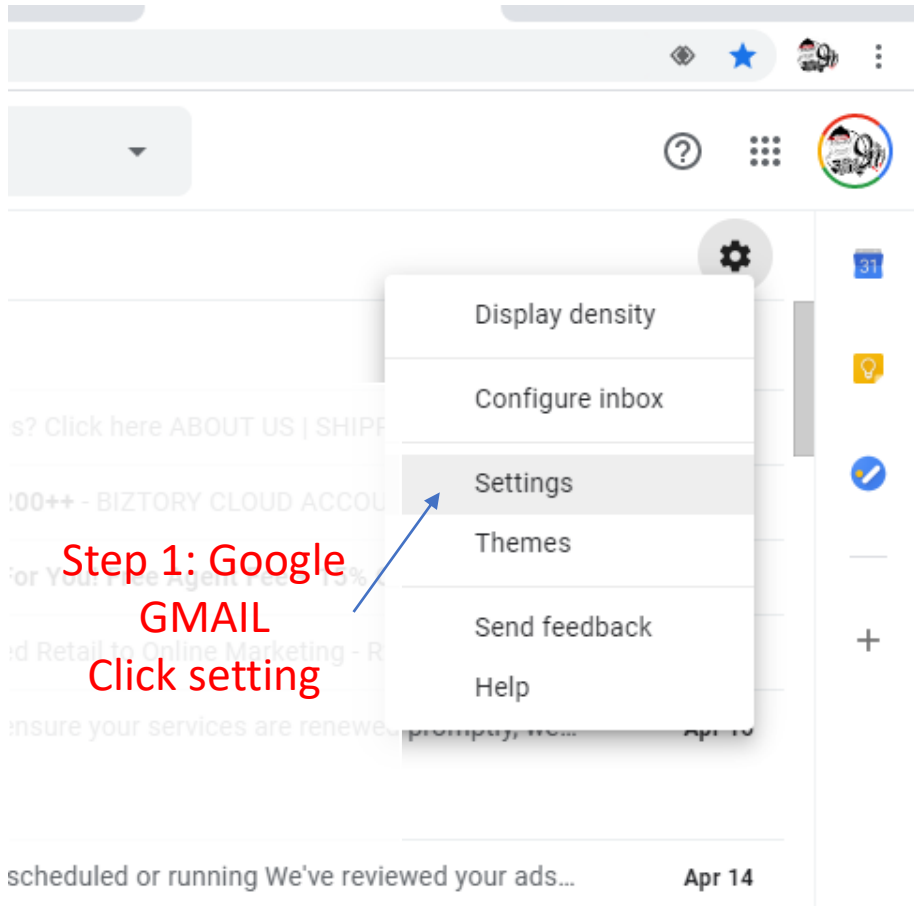
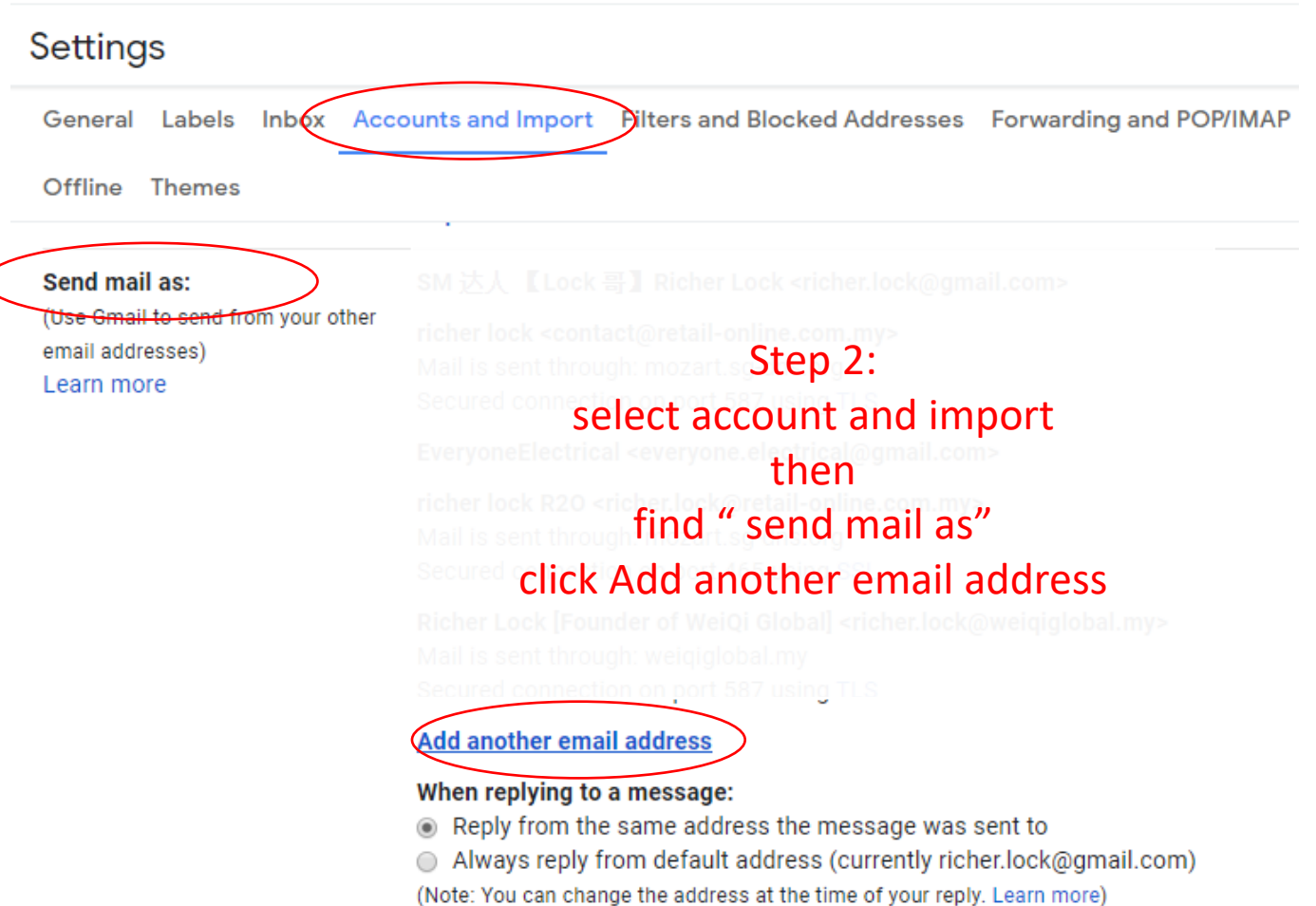


Email setup for sending email thru Gmail with cooperate email address



Step 1: Google
GMAIL
Click setting



Step 2:
select account and import
then
find "send mail as"
click Add another email address

Add another email address

When replying to a message:

- Reply from the same address the message was sent to
 - Always reply from default address (currently richer.lock@gmail.com)
- (Note: You can change the address at the time of your reply. [Learn more](#))

Gmail - Add another email address you own - Google Chrome
mail.google.com/mail/u/0/?ui=2&ik=f8890b16fb&jsver=9Gt8761ud2g.en.&cbl=gmail_fe_...

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)

Step 3: Put your name & your email address

Add another email address you own

Send mail through your SMTP server

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

SMTP Server: Port:

Username:

Password:

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

Step 4:
a) Port: 465
b) key in your full email address and default password
c) click add account

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 ricky.yong@sensehotel.my. [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](#)

Step 5:
You will rcvd an email from server.

Default password is 1q2w3e!@#

Don't worry about default password, the password only workable with your provided GMAIL account.

Settings

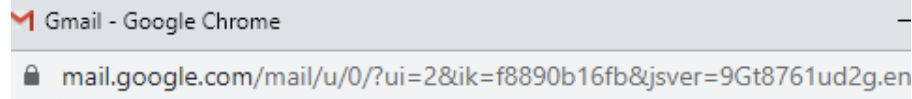
General Labels Inbox Accounts and Import Filters and Blocked Addresses Forward

Offline Themes

Change account settings: [Change password](#)
[Change password recovery options](#)
[Other Google Account settings](#)

Using Gmail for work? [Businesses get yourname@example.com](#)

Import mail and contacts: [Import from Yahoo!, Hotmail, AOL, or other webmail or POP3](#)
[Learn more](#) **Import mail and contacts**



Step 1: Sign into your other email account

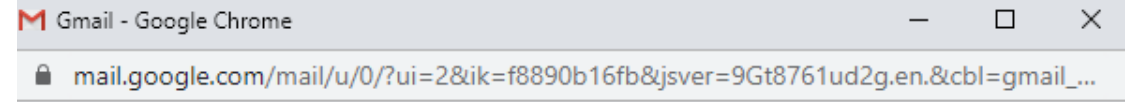
What account do you want to import from?

ricky.yong@sensehotel.my

For example: name@example.com

Step 7: Key in your full email address.

Default password is [1q2w3e!@#](#)



Step 1: Sign into your other email account

Enter the password for [ricky.yong@sensehotel.my](#):

.....

Your password will be stored securely and deleted after we've finished setting up your mail.

Gmail couldn't identify your POP server. Please enter your POP server information below.

POP username:

ricky.yong@sensehotel.m

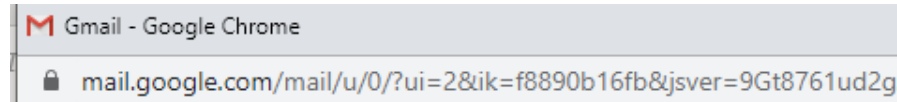
POP server:

mail.sensehotel.my

Port: 995

Use SSL

Step 8:
a) key in default password
b) make sure full email address
c) Port 995
d) tick Use SSL



Step 2: Import options

Select the import options for [ricky.yong@sensehotel.my](#):

- Import mail
- Leave a copy of retrieved message on the server
- Archive incoming messages (Skip the Inbox)
- Add label to all imported mail: ricky.yong@sensehotel.m

Last step:
tick 2 column
[Import mail & Add Label]
then click Start Import.

Verification steps
Click verify
and key in the confirmation code from the email.

Settings

General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced

Offline Themes

Send mail as:

(Use Gmail to send from your other email addresses)

[Learn more](#)

Edit email address

Confirm verification and add your email address

An email with a confirmation code was sent to ricky.yong@sensehotel.my. [\[Resend email\]](#)
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](#)

Secured connection on port 587 using TLS

ricky yong <ricky.yong@sensehotel.my>

Mail is sent through: mail.sensehotel.my

Secured connection on port 465 using SSL

[edit info](#)

[default](#) [edit info](#) [delete](#)

[default](#) [edit info](#) [delete](#)

[default](#) [edit info](#) [delete](#)

[default](#) [edit info](#) [delete](#)

unverified [verify](#) [delete](#)