

# How to use Gmail to access your HTC email

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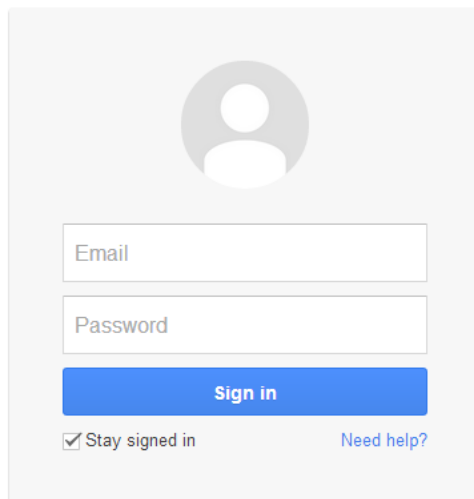
## Step 1: Sign in or create a Google account.

If you have an existing Gmail account, sign into it and skip to [Step 2: Import your havilandtelco email](#).

### Part A: Create a Google account.

Go to [accounts.google.com](https://accounts.google.com) and click on "Create an account".

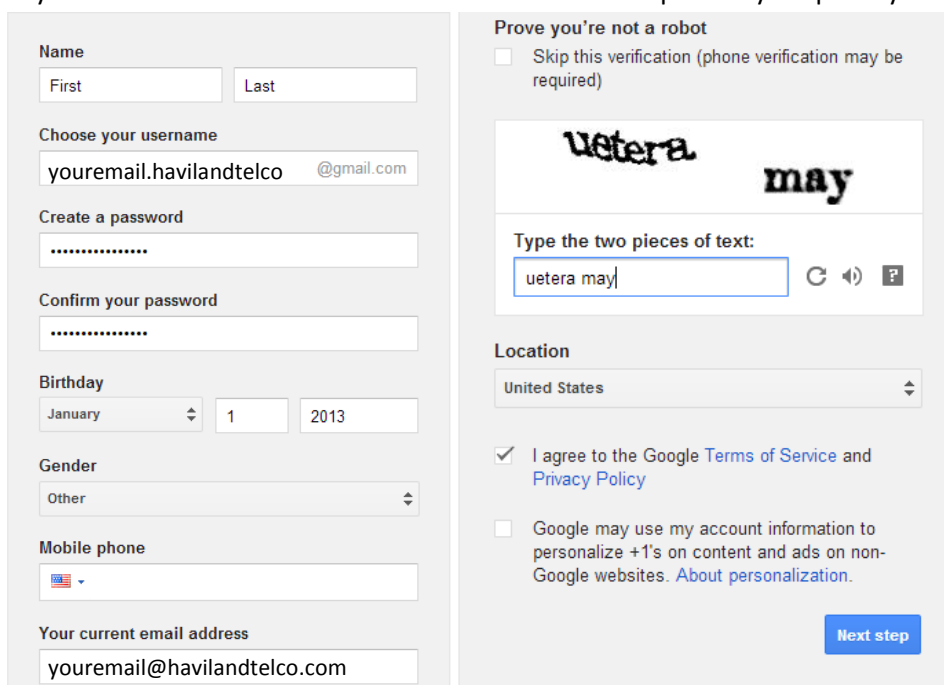
Sign in with your Google Account



The image shows a sign-in form with a grey profile icon placeholder at the top. Below it are two input fields: "Email" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom left, there is a checked checkbox labeled "Stay signed in" and a blue link "Need help?" at the bottom right.

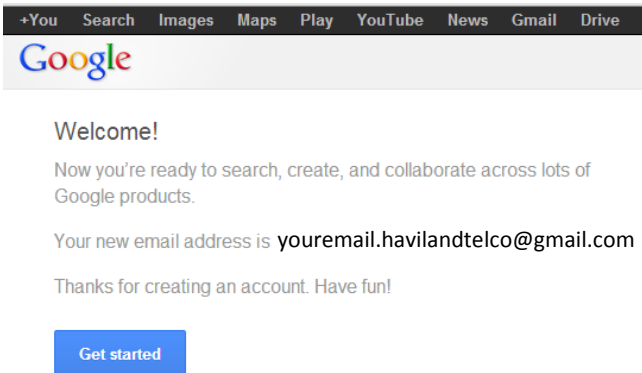
[Create an account](#) ←

Next, you have to fill out your personal information. Fill out all the required fields and agree to the terms of service. You may also want to uncheck the last checkbox in order to protect your privacy. Click "Next Step"



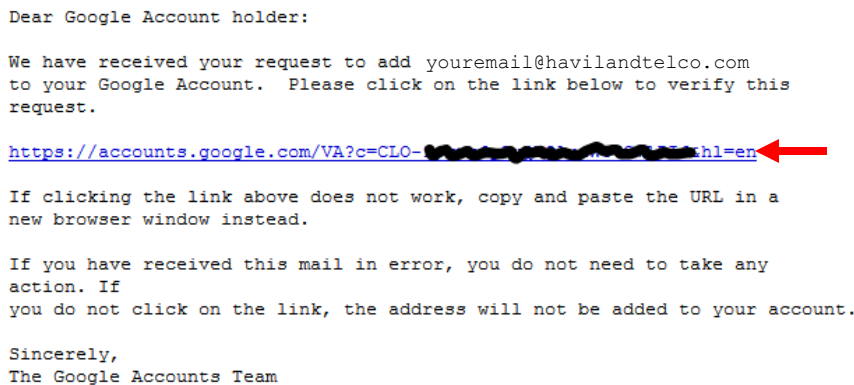
The image shows a multi-column account creation form. The left column contains fields for: "Name" (First and Last), "Choose your username" (youremail.havilandtelco@gmail.com), "Create a password" and "Confirm your password" (both masked with dots), "Birthday" (January 1, 2013), "Gender" (Other), "Mobile phone" (with a country dropdown), and "Your current email address" (youremail@havilandtelco.com). The right column contains: "Prove you're not a robot" with a checkbox for skipping verification, a CAPTCHA image showing the words "uetera" and "may", a text input field with "uetera may", "Location" (United States), and two checkboxes for agreeing to the "Google Terms of Service and Privacy Policy" and for allowing Google to use account information for personalization. A blue "Next step" button is at the bottom right.

You should get a confirmation page. You can close the window for now.



## Part B: Verify your email address.

Before you go any further, you'll need to check your Havilandtelco e-mail. There should be a message in your inbox with the subject "Google Email Verification". Open it up and click on the link to verify your e-mail address.



You should get a verification message. Click the "Click here to continue" link to go to your account.

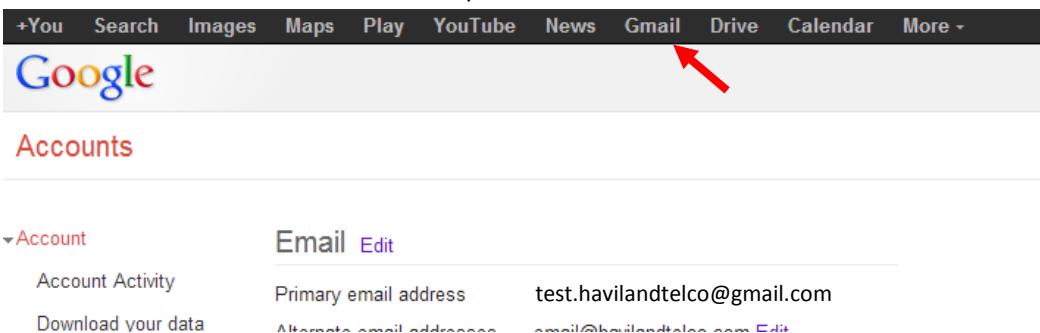


### Associated Email Address Verified

Thank you for verifying your email address. This email address is n any time.

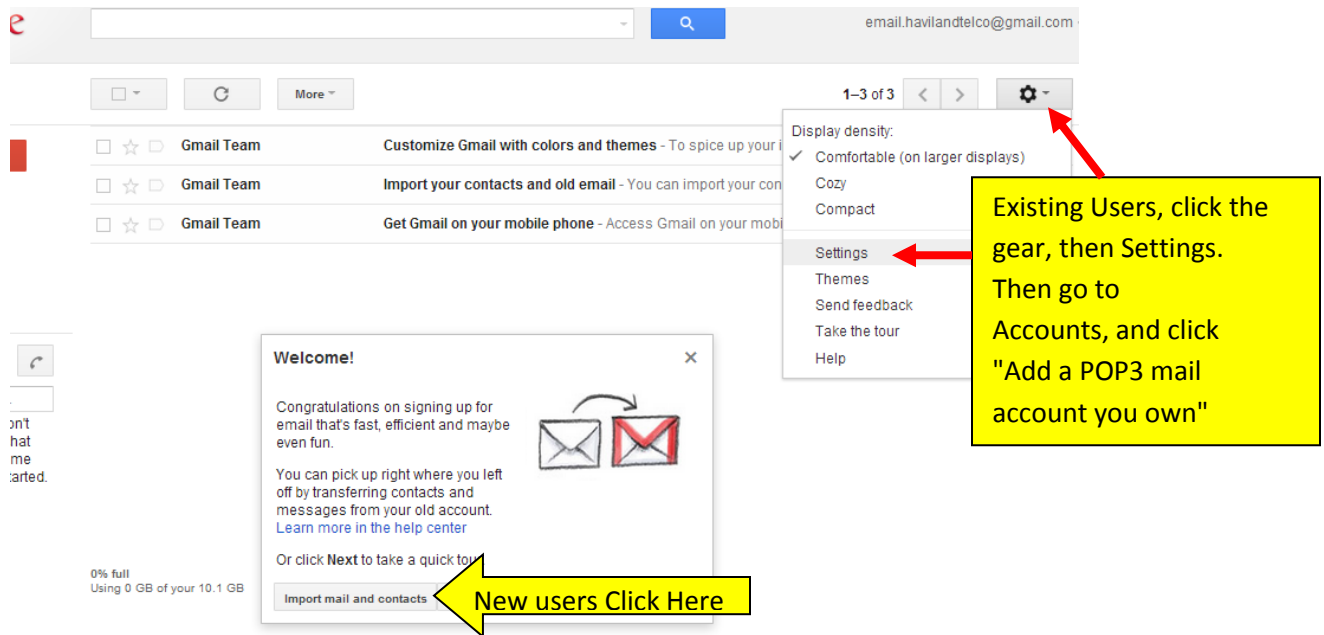
[Click here to continue.](#) 

Click the Gmail link and continue to Step 2.



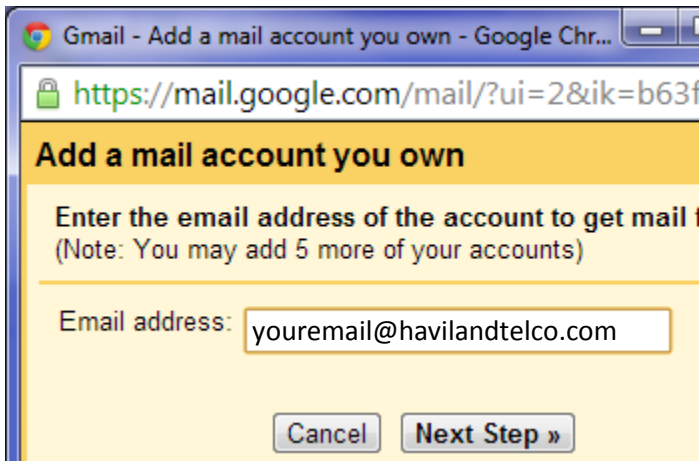
## Step 2: Import your havilandtelco email.

- If you just created your Google account, there is a welcome message on your main screen. Click on "Import mail and Contacts" to start moving your e-mail.
- If you signed into an existing Gmail account, you have to click the Gear icon and then Settings. Then click the "Accounts" tab, and click the blue "Add a POP3 mail account you own" link.



Follow the wizard to import your email from havilandtelco. Click OK when finished.

Enter your e-mail address, then click "Next Step"



Fill in your password, and check the box to label incoming messages. Make sure the rest of the fields match what is shown on this screenshot.

Gmail - Add a mail account you own - Google Chrome

https://mail.google.com/mail/?ui=2&ik=b63f2c8538&view=ma

### Add a mail account you own

Enter the mail settings for youremail@havilandtelco.com [Learn More](#)

Email address: youremail@havilandtelco.com

Username: youremail@havilandtelco.com

Password: .....

POP Server: mail.havilandtelco.com Port: 110

- 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: youremail@havilandtelco.com
- Archive incoming messages (Skip the Inbox)

Click "Add Account"

### Step 3: Set up sending e-mails as your Havilandtelco account

Select "Yes" and click "Next Step"

Gmail - Add a mail account you own - Google Chrome

https://mail.google.com/mail/?ui=2&ik=b63f2c8538&view=ma

**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 youremail@havilandtelco.com

- Yes, I want to be able to send mail as youremail@havilandtelco.com
- No (you can change this later)

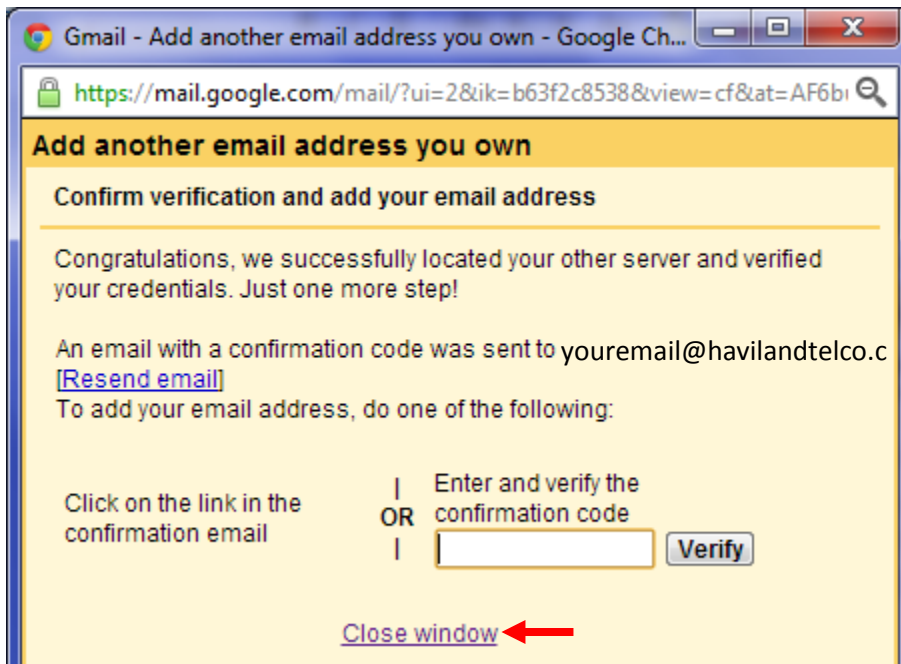
Fill out your name and uncheck the "Treat as an alias" checkbox. Then click "Next Step"

Gmail - Add another email address you own - Google Chr...  
https://mail.google.com/mail/?ui=2&ik=b63f2c8538&view:  
**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: First Last  
Email address: youremail@havilantelco.com  
 Treat as an alias. [Learn more](#)  
[Specify a different "reply-to" address](#) (optional)  
Cancel Next Step »

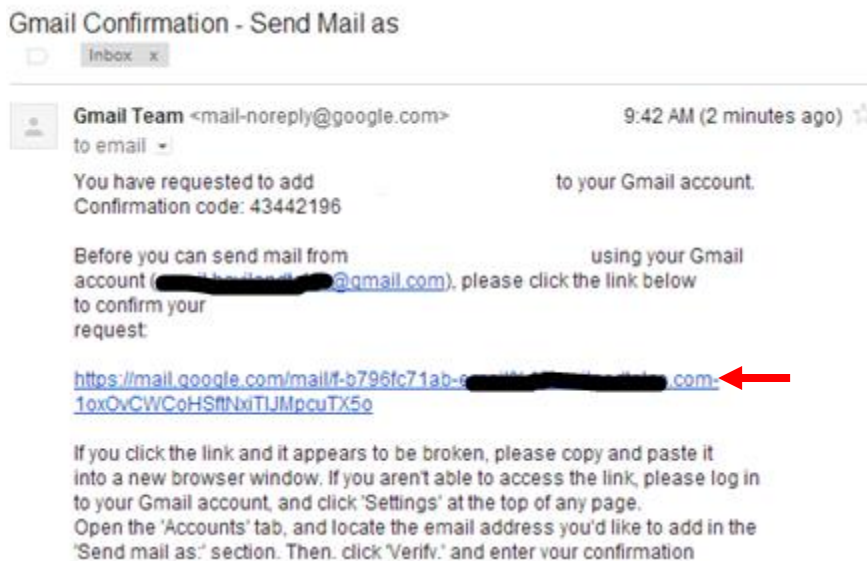
Click on "Send through havilantelco.com SMTP servers". Use mail.havilantelco.com for the SMTP server (port 587), and your full havilantelco email address for the username. Click "Add Account".

Gmail - Add another email address you own - Google Ch...  
https://mail.google.com/mail/?ui=2&ik=b63f2c8538&view=cf&at=AF6b  
**Add another email address you own**  
Send mail through your SMTP server?  
When you send mail as youremail@havilantelco.com, mail can be sent through Gmail or through havilantelco.com servers.  
 Send through Gmail (easier to set up)  
 Send through havilantelco.com SMTP servers [Learn more](#)  
SMTP Server: mail.havilantelco.com Port: 587  
Username: youremail@havilantelco.com  
Password: .....  
 Secured connection using [TLS](#) (recommended)  
 Secured connection using [SSL](#)  
Cancel << Back Add Account >>

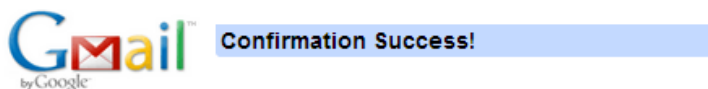
In the next page, click "Close window"



Now go back to your inbox and there should be an e-mail with the subject: "Gmail Confirmation - Send Mail as <your address>@havilandtelco.com". (It may take up to 10 minutes for the message to arrive. You may have to check the Edgewave spam filter if it doesn't arrive in a timely manner.) Open that message and click the link to confirm your e-mail address.



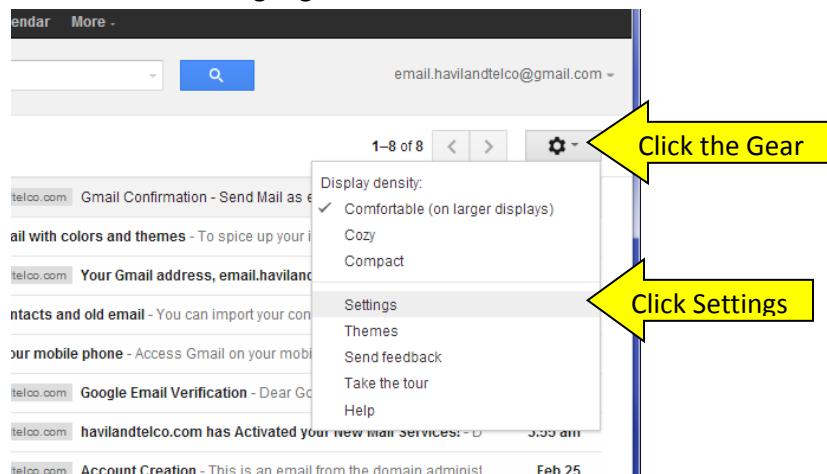
You should get a confirmation page. Now go back to your Gmail account.



The Gmail user may now send mail as youremail@havilandtelco.com

Click here to return to your Gmail account: <http://mail.google.com> with a red arrow pointing to the link.

Go to the Mail settings again under Account.



Click on "make default" next to your havilandtelco address under "Send mail as:" If you use Gmail for more than one email, you can also mark "Reply from the same address the message was sent to"

## Settings

A screenshot of the Gmail Settings page, specifically the "Accounts" tab. The "Accounts" tab is highlighted with a red arrow. Under the "Send mail as:" section, there are two email addresses listed. The first is "First Last &lt;youremail.havilandtelco@gmail.com&gt;" with "default" and "edit info" links. The second is "First Last &lt;youremail@havilandtelco.com&gt;" with "make default", "edit info", and "delete" links. A red arrow points to the "make default" link. Below this, there are radio buttons for "When replying to a message:", with "Always reply from default address (currently youremail.havilandtelco@gmail.com)" selected. At the bottom, there is a section for "Check mail from other accounts (using POP3):" with the account "youremail@havilandtelco.com" listed, and "edit info" and "delete" links.

That's it! You can now send and receive havilandtelco e-mail using Gmail. You also get all the benefits of extra Gmail: extra storage space, easy e-mail setup for cell phones and other mobile devices, calendar sharing, etc.

## Notes:

1. When you sign into Gmail, you can use either the Gmail address (in our example, youremail.havilandtelco@gmail.com), or your havilandtelco address (in our example, youremail@havilandtelco.com).
2. If all your old e-mails are stored in a program on your computer, such as Outlook Express or Windows Live Mail, then step 2 may not have downloaded most of your messages. Follow the instructions at [http://email.about.com/od/gmailtips/qt/Import\\_Your\\_Emails\\_from\\_Windows\\_Live\\_Mail\\_OE\\_in\\_Gmail.htm](http://email.about.com/od/gmailtips/qt/Import_Your_Emails_from_Windows_Live_Mail_OE_in_Gmail.htm) to import the e-mails from your computer to Gmail.