



CONNECT YOUR WEBMAIL TO YOUR GMAIL

Simplify Your E-Mail Experience



Managing multiple email accounts can be overwhelming, especially with webmail for business communications.

A simple solution is to integrate your webmail with Gmail.

This allows you to manage all your emails from one familiar interface. By connecting your domain-based email to Gmail, you can send and receive messages seamlessly while enjoying Gmail's powerful features.

STEP 1: Enable POP3 Access in Webmail

- Log in to your Webmail (via yourdomain.com/webmail).
- Open Email Configuration Settings (this provides POP3/IMAP and SMTP details).
- Note down: Incoming Mail Server (POP3/IMAP) Outgoing Mail Server (SMTP) Email username and password

Mail Client Manual Settings

If you do not see an auto-configuration script for your client in the list above, you can manually configure your mail client using the settings below:

Secure SSL/TLS Settings (Recommended)

Username:	cpanel@rexample.com
Password:	Use the email account's password.
Incoming Server:	mail.example.com IMAP Port: 993 POP3 Port: 995
Outgoing Server:	mail.example.com SMTP Port: 465
IMAP, POP3, and SMTP require authentication.	



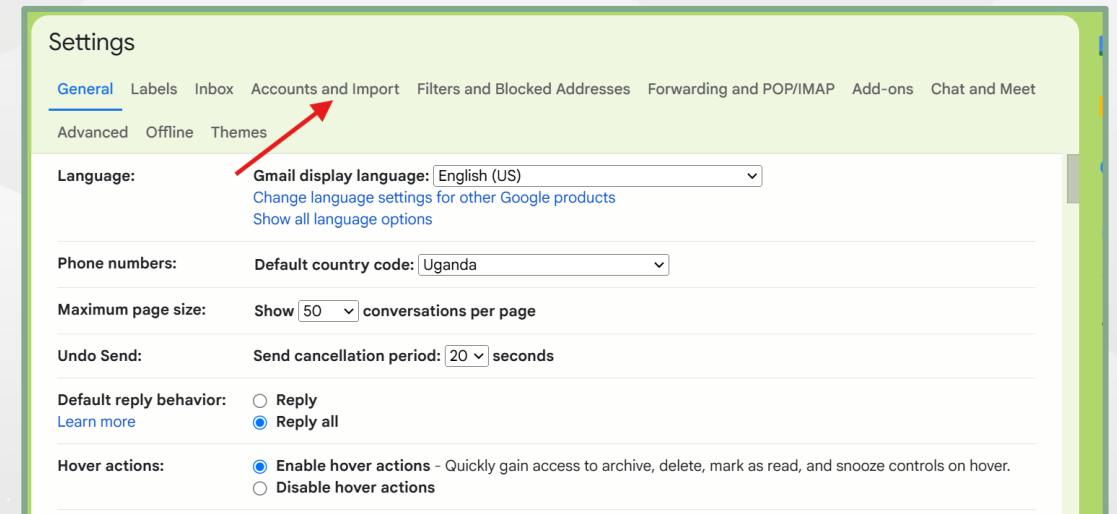
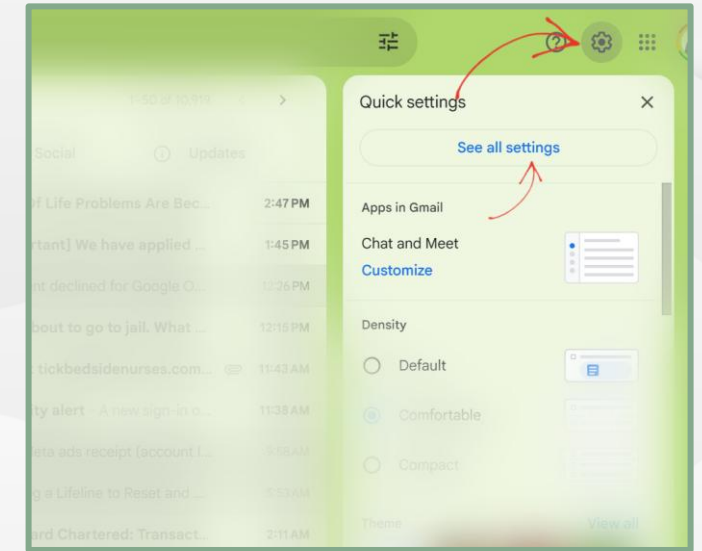
Non-SSL Settings (NOT Recommended).

Username:	cpanel@rexample.com
Password:	Use the email account's password.
Incoming Server:	mail.example.com IMAP Port: 143 POP3 Port: 110
Outgoing Server:	mail.example.com SMTP Port: 587
IMAP, POP3, and SMTP require authentication.	

Most modern web hosts have auto-configuration set up for clients and it appears in your inbox as the first E-mail when your new webmail account is created so most times, you may not need to go through this step.

STEP 2: Add Your Email to Gmail

- Open Gmail, go to Settings (⚙️) > See all settings.
- Navigate to the **Accounts and Import** tab. Under **Check mail from other accounts**, click Add a mail account.
- Enter your **full email address** (e.g., yourname@yourdomain.com) & click Next.
- Choose **POP3** as the retrieval method.
- Enter: Username (your full email address), Password (your webmail password), POP Server (e.g., mail.yourdomain.com), Port (usually 995 for SSL or 110 for non-SSL)
- Check the box for **"Leave a copy of retrieved messages on the server"** if you want to keep copies of your emails in webmail.
- Click Add Account.



STEP 3: Set Up Outgoing Mail (SMTP)

- After adding the account, select **"Yes, I want to be able to send mail as"** and click Next.
- Enter your name (this will appear as the sender). Use the SMTP server settings: SMTP Server: mail.yourdomain.com, Port: 465 (SSL) or 587 (TLS), Username: your full email address, Password: your email password
- Click Add Account.
- Gmail will send a verification email to your webmail—open your webmail, copy the code, and enter it in Gmail.

Settings

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

Advanced Offline Themes

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

Using Gmail for work? Businesses get yourname@example.com email, more storage, and admin tools with Google Workspace.
[Learn more](#)

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

Send mail as: Phillip Buyondo <phillipbuyondo@gmail.com> [edit info](#)
 (Use Gmail to send from your other email addresses) [Add another email address](#)
[Learn more](#)

Check mail from other accounts: [Add a mail account](#)
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DONE! NOW, YOU CAN SEND AND RECEIVE EMAILS FROM YOUR DOMAIN-BASED EMAIL WITHIN GMAIL.

COMMON ISSUES AND HOW TO HANDLE THEM

- 1 **Incorrect Login Credentials** – Double-check your email and password. Reset if needed.
- 2 **Wrong Server Settings** – Ensure you're using the correct POP3/IMAP and SMTP details from your webmail provider.
- 3 **Port Issues** – Try switching between SSL/TLS (465/587 for SMTP, 995/143 for POP/IMAP) if emails aren't sending or receiving.
- 4 **Gmail Not Fetching Emails** – Check if POP3 is enabled in your webmail settings and refresh Gmail's inbox.
- 5 **Emails Stuck in Outbox** – Ensure SMTP authentication is enabled and verify outgoing server settings.
- 6 **Verification Email Not Received** – Look in your webmail's spam/junk folder or try resending from Gmail.
- 7 **Duplicate Emails** – Make sure "Leave a copy of messages on the server" is enabled only if necessary.
- 8 **Gmail Blocking the Connection** – Review Google security settings and allow less secure apps if required.

You're All Set! Congratulations!

You've successfully connected your webmail to Gmail. Now, you can manage all your emails from one platform, saving time and streamlining communication.

What's Next?

- ☒ Test your setup by sending and receiving emails.
- ☒ If you encounter any issues, refer to the troubleshooting section.
- ☒ Regularly check your settings to ensure smooth email delivery.

Need More Help?

If you experience persistent issues, consider reaching out to your web hosting provider or checking Gmail's support resources.



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