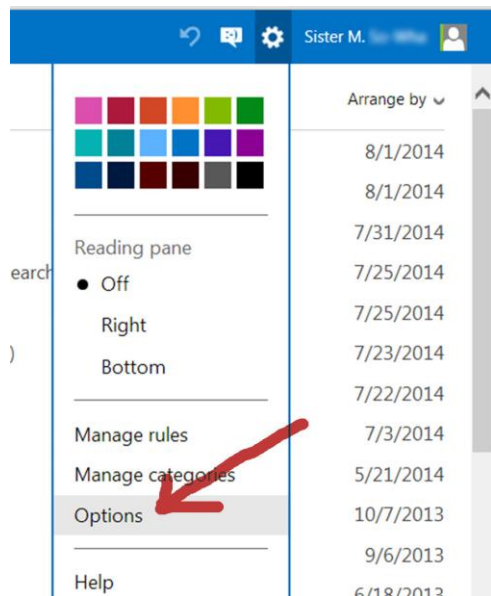


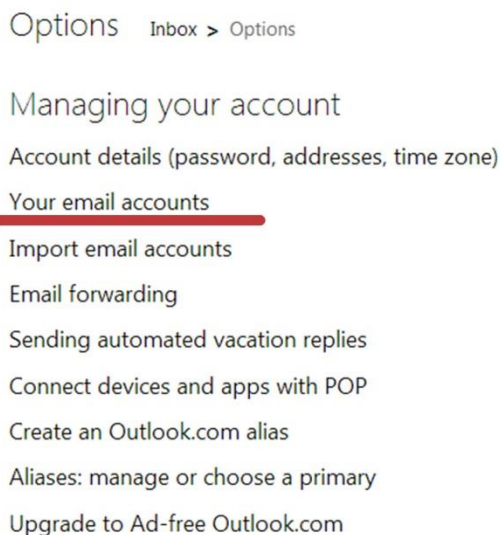
How to use Hotmail to send and receive Gmail (@snd1.org)

Sign in to Hotmail.

1. On the toolbar, click **Options**.



2. Under **Options**, click **Your email accounts**.



3. Under **Add an email account**, click on **“Add a send-and-receive account”**

Add an email account

Add a send-only account if you are forwarding email from your does not support receiving email through POP.

Add a send-only account

Add a send-and-receive account if you are sending and receiving

Add a send-and-receive account

Create an Outlook.com alias

Create additional email addresses to use with your account.

Create an Outlook.com alias

4. Enter the email address and password of the email account, and click on **“Advanced”** button, so you can set your Incoming and Outgoing server information. Then click on **Next**.

Alert!! @snd1.org accounts use Gmail server. So you need to change this information, unless it will not work.

Account info

Enter an email address and your name. The name you enter will be used when you send an email from this account.

Name
Sister M. [redacted]

Email address
student01@snd1.org

Incoming (POP3) server information

Specify POP3 server information your email provider has given you.

Server address: pop.gmail.com Port: 995

Requires a secure connection (SSL)

Leave a copy of messages on the server

Username: student01@snd1.org

Password: [redacted]

Outgoing (SMTP) server information

Specify SMTP server information your email provider has given you.

- Send email using Outlook.com's server (recipient may see your Outlook.com address) [Learn more](#)
- Send email using your provider's server (recipient will not see your Outlook.com address)

Server address: smtp.gmail.com Port: 465

Requires a secure connection (SSL/TLS)

Use the same username and password to send and receive email

Privacy

Next Cancel

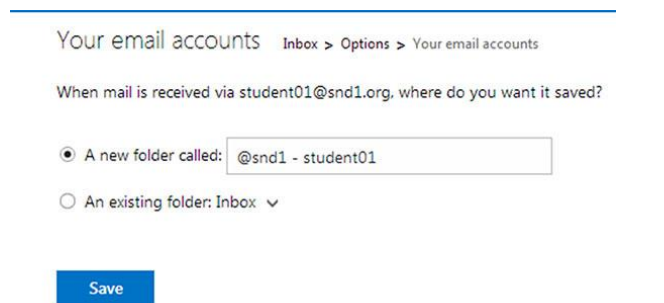
Change this

Change this

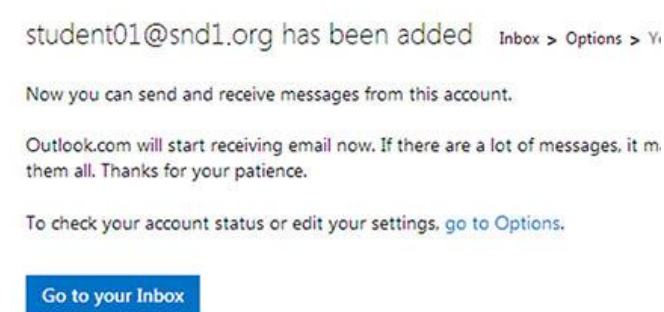
Change this

Change this

5. Then set up the receiving folder.



6. Then it's done. Go to your inbox.



7. You can see the folder you just made in your inbox. All the emails you have received in the other email are in there.

