

HAVE YOUR GMAIL ACCOUNT RECEIVE AND SEND YOUR COX MAIL

If you would like the convenience of using **Gmail to check your Cox mail**, it is extremely easy to set this up. Below are the exact steps to take to sync all of your email accounts with your Gmail account for quick convenience.

Step 1: Once you access your Gmail account, click on the gear symbol icon with the down arrow. It is located in the upper right hand side of the page. After clicking, you will see a drop down menu. Select **Settings** from this menu.

Step 2: After clicking **Mail Settings** you will arrive at the Settings screen with many options. Your setting screen will default to **General**. From this menu, click **Accounts and Import**. At this menu, you can change your account settings, configure Gmail to send an email from another email address and import other email contacts from Cox and other webmail clients. To add your account, click *Add a mail account*. This will begin the configuration wizard.

Step 3: The configuration wizard will first ask you for the email address that you would like to add to Gmail. Enter the email address you want to add and click Next. After proceeding to the next screen, the wizard will ask for your password and your POP3 server information.

Currently, the mail server information should be populated. For example, if you are adding a Cox email address, in the POP3 Server field, it should display **pop.cox.com**.

After your POP server information is checked, you will have other options on this screen. One helpful option to check is **Label incoming messages**. When you check this option, you can create a custom label. This is helpful if you are adding more than one email address to your Gmail account. Once you are finished on this screen, click Add Account.

Step 4: After clicking **Add Account**, Gmail will test for permission from your POP3 server with the details you provided. If successful, your Cox account(s) will be added and you will have the option of being able to send an email from your Cox account via your Gmail account. You can decline this option. However, if you decline, it can always be changed later. If you choose "No", click "Finish" to exit the wizard. If you choose yes, proceed to step 5.

Step 5: The last step is to choose if you would prefer to send your email from Gmail or through the SMTP server at your Cox email address. If you choose the SMTP option, just enter in your password and an email will be sent to your email to confirm this option.

Follow these 5 steps and you will be able to use Gmail to check your mail for any Cox account that you set up. You can also add other Gmail accounts to one single email account by clicking "Add another account" on the "Account and Import" menu from step 2. If you choose this option, only Gmail accounts can be added.