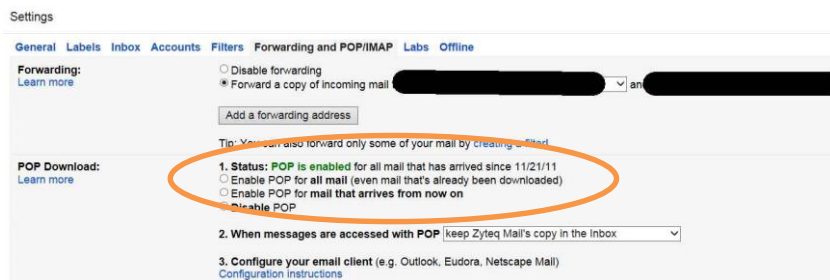
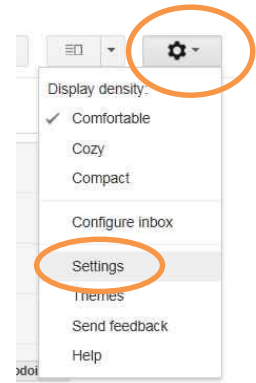


Before setting up Gmail in The Grid 2 a Gmail account is required. An account can be created here: [www.gmail.com](http://www.gmail.com)

### Configure Gmail for POP access

Log in to Gmail and configure it for POP3 access. POP3 is the protocol that most email programs (including The Grid 2) use for email.

- Log in to your Gmail account on the Gmail website.
- Click on the **Settings Cog** (in the top right corner) → **Settings** link.
- Click on the **Forwarding and POP** option at the top of the main window.
- Mark the box **Enable POP for all mail**.
- Click on **Save Changes** (at the bottom of the page).

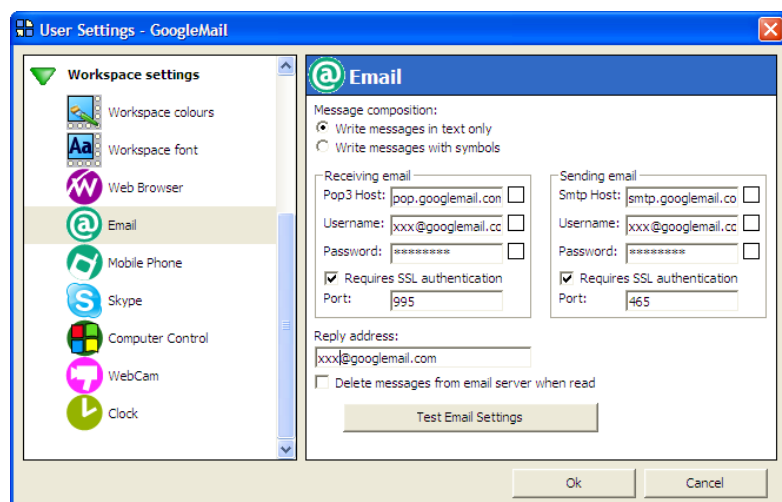


### Configure the email settings in The Grid 2

Open the grid set that will be used. From the menu bar select **Edit** → **User settings**.

Select the **Workspaces > Email** category.

Enter the settings below.



**Receiving email:**

- Host: pop.gmail.com
- Username: *[username]@gmail.com*
- Password: *[the password you selected]*
- Requires SSL authentication: YES (ticked)
- Port: 995

**Sending email:**

- Host: smtp.gmail.com
- Username: *[username]@gmail.com*
- Password: *[the password you selected]*
- Requires SSL authentication: YES (ticked)
- Port: 465

**Other details:**

- Reply address: *[username]@gmail.com*  
**You must include a reply address.**
- Delete messages from email server when read: YES (ticked)

Select **Test Email Settings** to ensure everything is correct and then select **Ok** to return to your grids and start sending emails.

**Troubleshooting**

Email settings are very specific, if it doesn't appear to be working, check your settings carefully.

- Gmail requires SSL authentication - make sure these boxes are ticked and that the ports have the correct value.
- Your username must include @gmail.com after your username.
- You must specify your email address as the reply address.

Disclaimer: "Gmail" is not affiliated with Sensory Software, and we can't promise that their email service will be running at any time.

