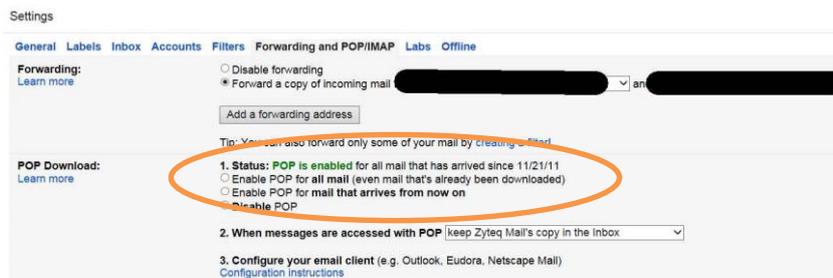
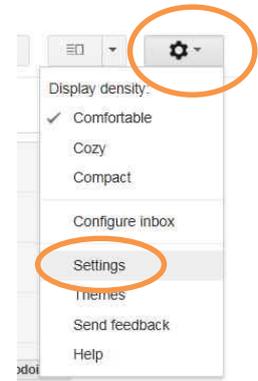


Before setting up Gmail in The Grid 2 a Gmail account is required. An account can be created here: www.gmail.com

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).

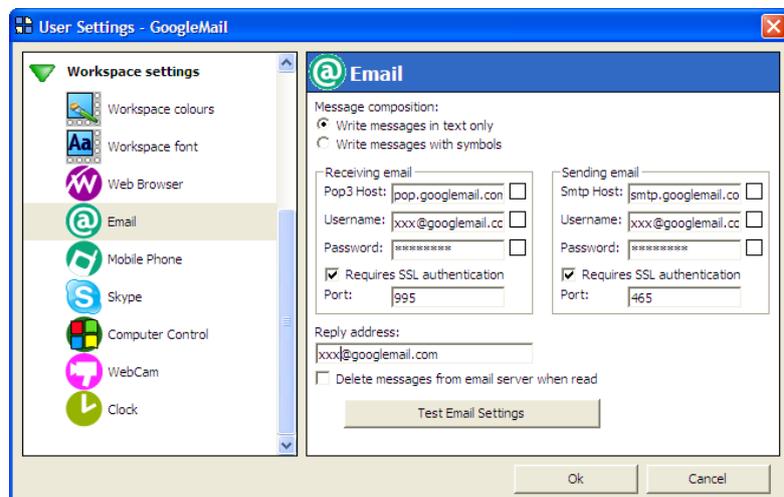


Configure the email settings in The Grid 2

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.

