Gmail

Adding NUS POP3 email account
(Student Email Account)
A. Introduction

This document shows the step by step instructions on how to receive/send via your NUS student email account in Gmail using **POP3**.

**POP** is the acronym for Post Office Protocol which defines a method for mail retrieval.

POP allows you to either:

- **Leave messages on the server** - this keeps a copy of your mail on the server so you can access your mail from any client that connects to the server.
- **Remove messages from server** - this downloads your mail to the local hard disk where your client resides and deletes the messages from the server. This will clear up your disk space on the server. Note that for this option the messages are not accessible from anywhere else except your local hard disk.

Limitations of POP3:

- Messages are not accessible from another client once they are downloaded to the local hard disk; therefore it is ideal when only one workstation is used for mail retrieval.
- Not able to manage folders other than the Inbox folder
- Not able to transfer only selected parts of a message (e.g. the text portion of a multimedia mail message)
B. Configure POP3 in Gmail

1. After you have logged in to Gmail, click on the **Settings** icon on the right and select **Settings**.

   Next, click on **Accounts**, followed by **Add a POP3 mail account you own**.

2. Enter your full NUS email address and click **Next Step**.
3. Enter the following settings:

Username: your NUS email address
Password: your NUS email password
POP Server: outlook.office365.com
Port: select 995

You may want to tick on “Leave a copy of retrieved message on the server” - it keeps a copy of your mail on the server so you can access your mail from any client that connects to the server.

Tick on “Always use a secure connection (SSL) when retrieving mail”.

Click Add Account.
4. Select “Yes, I want to be able to send mail as……”. Click **Next Step**.

![Image showing the Gmail interface with the mail account added]

5. Specify your preferred name and click **Next Step**.

![Image showing the Gmail interface with the option to add another email address]
6. Select “Send through nus.edu.sg SMTP servers” and enter the following:

SMTP Server: **pod51057.outlook.com**
Port: **587**
Username: your NUS email address
Password: your NUS email password

Select “Secured connection using TLS”.

Click **Add Account**.

7. You will next receive a confirmation email from Gmail in your NUS email address to complete the setup.