

1. Open your Gmail account.
2. Click the gear in the top right.



3. Select **Settings**.
4. Select the **Accounts and Import** tab.



5. In the **Check mail from other accounts (using POP3)** section, click **Add a POP3 mail account you own**.
6. Enter the full email address of the other account, then click **Next Step**.
7. Enter your password.
8. Now you have a few options to choose from. Here's our recommended settings:
 - **Leave a copy of retrieved messages on the server** - Check the box. Otherwise the emails in your other account will be deleted and you'll only be able to access them in Gmail. [Learn more](#).
 - **Always use a secure connection (SSL) when retrieving mail** - Keep unchecked.
 - **Label incoming messages** - Check the box if you'd like to easily see which emails in your inbox came from this account.
 - **Archive incoming messages** - Don't check. Only check if you don't want to see new messages from the other account in your inbox.
9. Click **Add Account**. If you get an error message while getting set up, click the **Show error details** link to find out more about what's not working.
 - For other errors, visit our [Problems with Mail Fetcher](#) troubleshooter.
10. Once your account has been added successfully, you'll be asked if you want to be able to [send mail as this address](#). This lets you compose messages in Gmail, but have them appear to be sent from your other email account.