Before you begin

Confirm with the Masonry team that you have a "real" SCA email address, and not just a forwarding account. Don't worry about what the difference is, just ask masonry@lochac.sca.org for confirmation. And make sure you know the password for the mail account. If you are taking over the mail account from a previous office holder, ask Masonry to reset the password for you.

Also – this process will copy existing SCA mail into your Gmail inbox. If the SCA account has a lot of messages in it, that could take a while. The messages aren't all being downloaded to your PC, they are staying in the cloud, so your download limit isn't a problem, but it is something to be aware of.
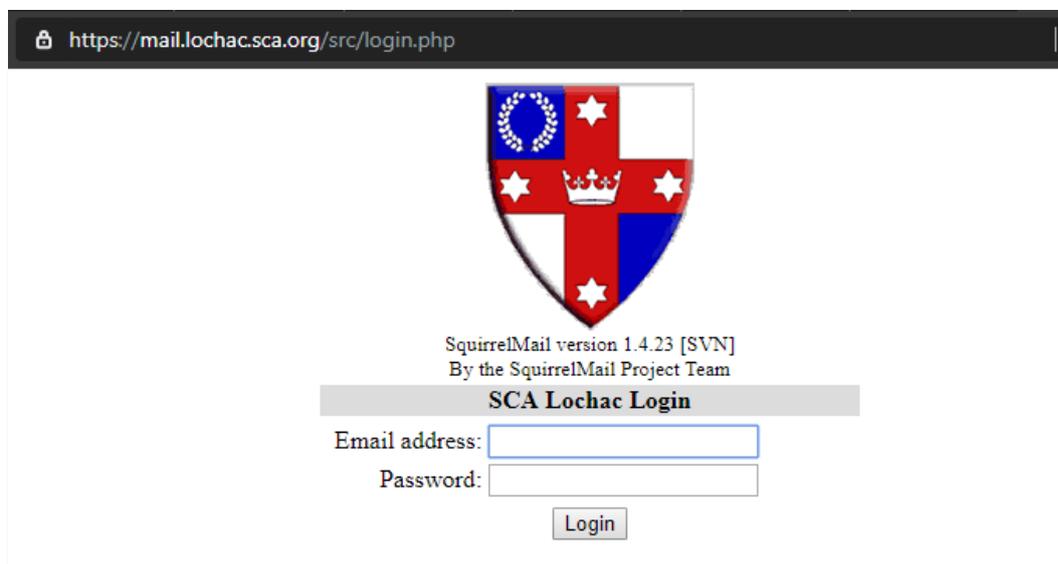
If you are using Gmail in your web browser

The Gmail web site is designed to let you set up multiple mail accounts, with all the incoming messages seen through the one inbox. Follow these steps and you will see your SCA mail alongside your other messages. When you open an SCA message and reply, the response will be sent from your SCA mail account, going through the SCA mail server. If you open a personal email and hit reply, the response will be sent from your Gmail account, going through their server. ***BUT:*** **Gmail does not save a copy of your sent messages back to the Lochac mail server.**

Step 1: Open SquirrelMail

When you set up your SCA mail account, Google will send a confirmation mail which you will need to read before the process is completed. So, start by opening the mail account in SquirrelMail to read that message when it arrives – this also serves to confirm that you've got the password correct.

Visit https://mail.lochac.sca.org and log in with your SCA mail account and password:
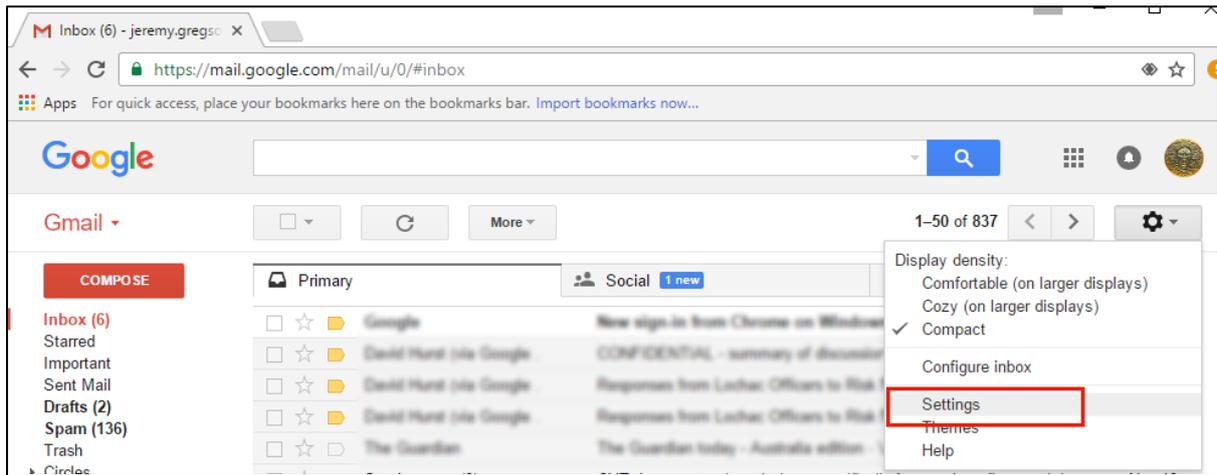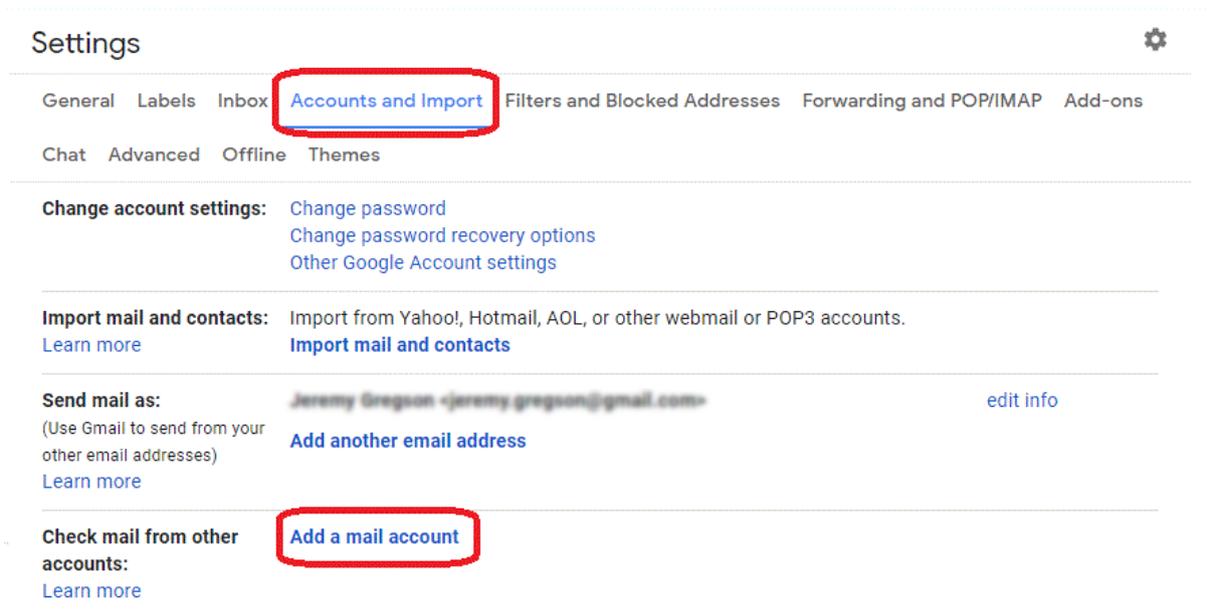

Once you've logged in, leave that tab at the SquirrelMail inbox, and open a new tab to launch Gmail.
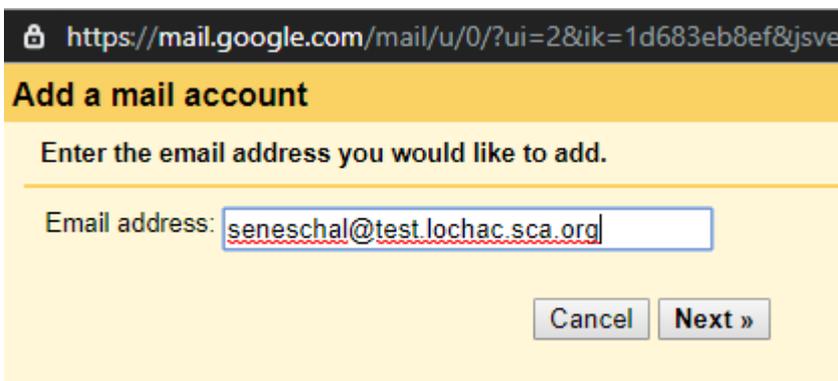
Step 2: Gmail

If you open https://gmail.com, you should end up at your inbox. Look for the **Settings** icon and choose **Settings** from the drop-down menu:

When the **Settings** window opens, choose the **Accounts and Imports** tab, and select **Add a mail account**.

At the popup window, enter the email address for your SCA account:

There is nothing to do at the next screen except click the **Next** button …

In the next screen, make sure the **Username** field contains your whole email address. Enter your password, and trim the text in the **POP server** field down to just Lochac.sca.org. Select **Port** number 995, and tick at least the first couple of boxes:

When you click **Add Account**, the screen should refresh pretty quickly. The next screen should tell you that it has worked, and you just need to click **Next** again.

The next screen relates to sending email. Put in whatever name or title you want people to see when they receive a mail from this account. Make sure the box for "**Treat as an alias**" is NOT ticked.

At the next window, Gmail will ask for your password and recommend some default settings for sending mail. The defaults are correct for Lochac, but Google will probably have dropped the extension off your email address again. Make sure it is entered in full, and enter your password again. Check that the **Port** number is 587, and the tickbox is checked for TLS (they will be, by default).

At this point, Gmail will send a confirmation email to your SCA mail address.

Now comes that verification step, which is why you opened SquirrelMail earlier.

Add another email address you own

Confirm verification and add your email address

Congratulations, we successfully located your other server and verified your credentials. Just one more step!

An email with a confirmation code was sent to **seneschal@test.lochac.sca.org**. [Resend email]
To add your email address, do one of the following:

Click on the link in the confirmation email   OR   Enter and verify the confirmation code
                                                         [   ] [Verify]

Close window

Switch back to the SquirrelMail tab of your browser, and open the message which should have just arrived from the Gmail team. It will contain a verification code to paste into this form.

Current Folder: **INBOX**
Compose Addresses Folders Options Search Help

Toggle All

Move Selected To:
[INBOX ▾] [Move] [Forward]

From ☐	Date ☐	Subject ☐
☐ **Gmail Team**	2:01 pm	Gmail Confirmation - Send Mail as seneschal@test.l...

Toggle All

You can click the link that is in the email, or copy and paste the verification code back into the Gmail form. The end result is the same, copying and pasting the code back into the pop-up window is slightly tidier.

When you enter your verification code, Gmail will go back to the **Account and imports** setting screen, where you will see your new account has been added, and Gmail will be in the process of copying all the messages in your SCA inbox across to your Gmail inbox.

You're done! If you go back to your regular Gmail inbox now, you will see SCA mail starting to appear in it. The first message there will be the confirmation email that you just responded to, which is now visible inside Gmail. If you ticked the box that said "Label incoming messages" during the setup, then it will have the name of your Lochac mail account next to it. Open it, and you will see it was sent to your new mail address:
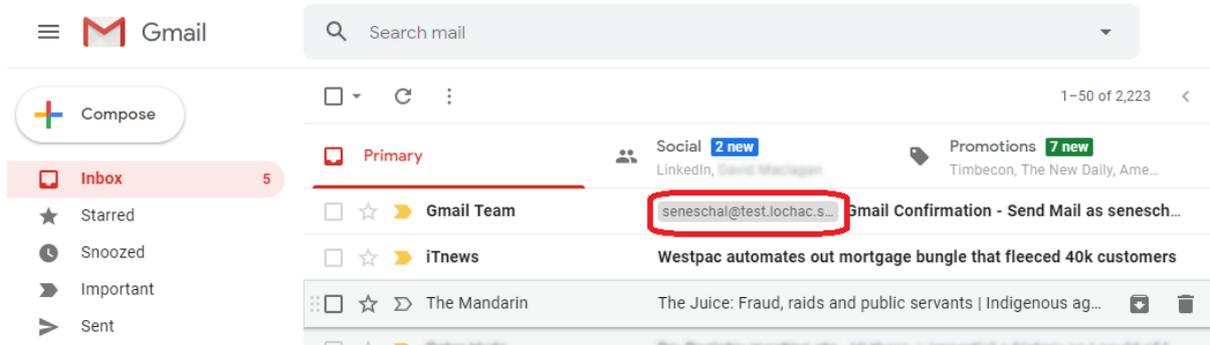
If you hit the Compose button to write a new email, you will see your default email address shown in the From field, but with a drop-down arrow next to it – click that arrow, and you can choose to send a message from your new mail account.
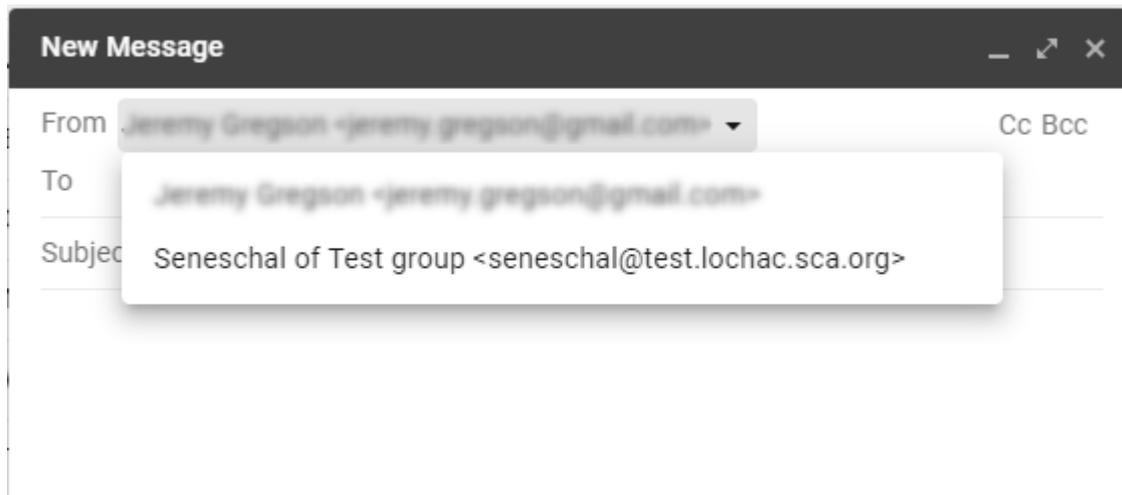
When you reach the end of your warrant, you should go to the Accounts and import settings screen again and delete the extra account from your settings:

…and if you forget to do that, hopefully your successor will remember to update the password, at which point you will stop seeing new SCA mail appear in your inbox (and probably get an error message from Gmail, reminding you to go in and delete the account).