

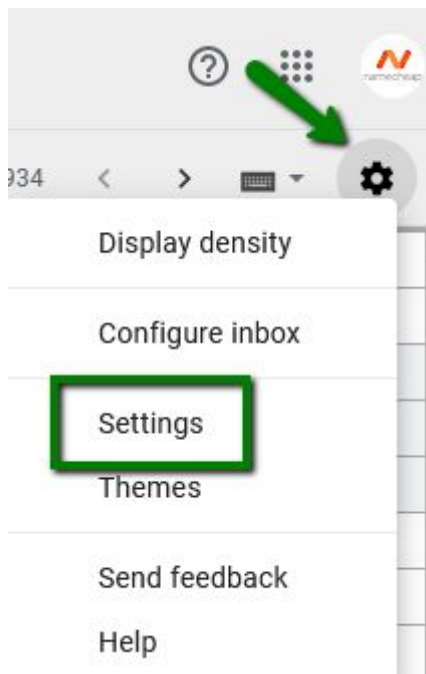


Texas Ally  
real estate group

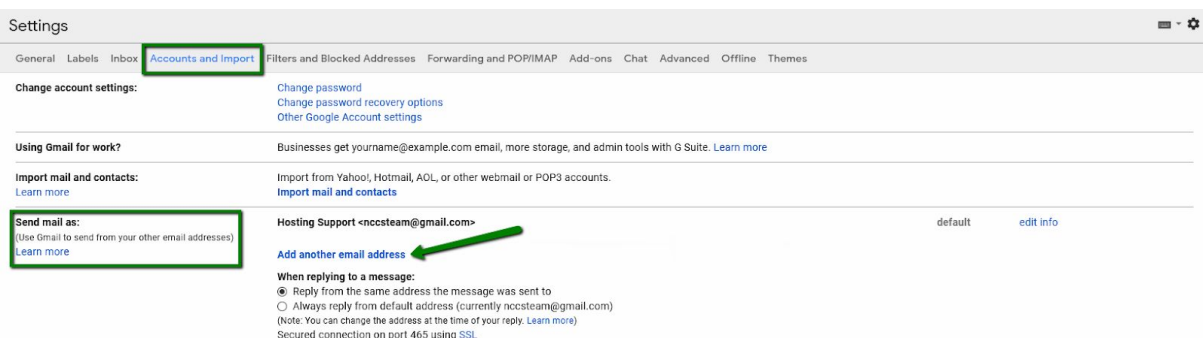
This guide describes how to add your @texasally email to a different email client.

## For Gmail

1. Go to Gmail, click on the gear button and then choose the **Settings** option:



2. Go to **Accounts and Import** and locate the **Send mail as:** option. Click on **Add another email address:**



3. You will get the following pop-up window. Add your name and @texasally email address. Keep **Treat as an alias** checkmark if you wish to receive the emails to your current Gmail inbox:

**Add another email address you own**

Enter information about your other email address.  
(your name and email address will be shown on mail you send)

Name:

Email address:

Treat as an alias. [Learn more](#)

[Specify a different "reply-to" address](#) (optional)

4. Next step is to set up an **SMTP server**. Use the following settings for the correct setup:

**SMTP server:** [mail.texasally.com](mailto:mail.texasally.com)

**Username:** full @texasally email address

**Password:** password for your email account

**Port:** 465

**Add another email address you own**

Send mail through your SMTP server

Configure your mail to be sent through nctest.infonbox SMTP servers [Learn more](#)

SMTP Server:  Port:

Username:

Password:

Secured connection using [SSL \(recommended\)](#)

Secured connection using [TLS](#)

5. You will need to verify your email. A verification code will be sent to your @texasally email account. It can be checked in <https://webmail.texasally.com/>.

### 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 **support@nctest.infonbox**. [\[Resend email\]](#)  
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](#)

6. Verify your @texasally email account. After that, you will see it appear in the **Accounts and Import** section:

Settings

General Labels Inbox **Accounts and Import** Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat Advanced Offline Themes

**Change account settings:** [Change password](#)  
[Change password recovery options](#)  
[Other Google Account settings](#)

**Using Gmail for work?** Businesses get yourname@example.com email, more storage, and admin tools with G Suite. [Learn more](#)

**Import mail and contacts:** Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.  
[Learn more](#) [Import mail and contacts](#)

**Send mail as:** (Use Gmail to send from your other email addresses) [Learn more](#)

<b>Hosting Support &lt;nccsteam@gmail.com&gt;</b>	default	<a href="#">edit info</a>
<b>Hosting Support &lt;support@nctest.info&gt;</b> Mail is sent through: server1.web-hosting.com Secured connection on port 465 using SSL	make default	<a href="#">edit info</a> <a href="#">delete</a>

7. In the **When replying to a message** section you can use **Reply from the same address the message was sent to** option if you do not want to manually select the **From** field for each email you receive:

#### When replying to a message:

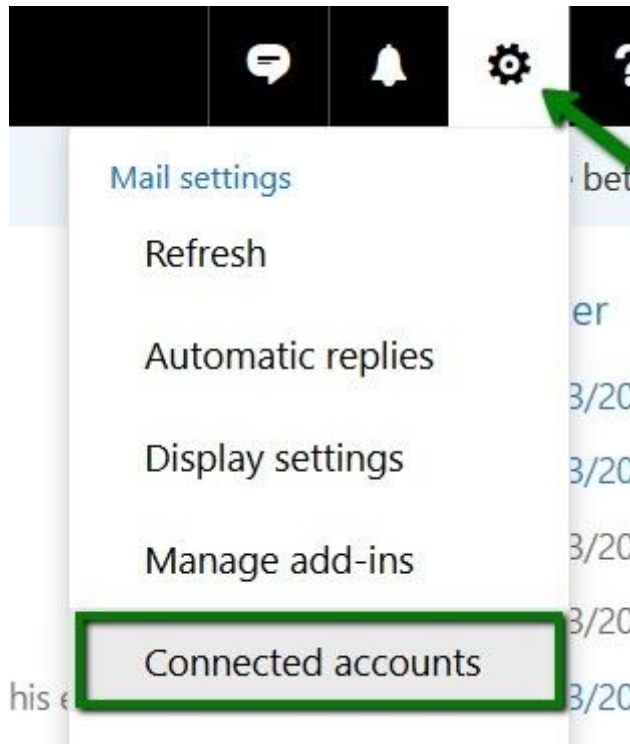
- Reply from the same address the message was sent to
  - Always reply from default address (currently nccsteam@gmail.com)
- (Note: You can change the address at the time of your reply. [Learn more](#))

You can now use your @texasally email address as a sender email in Gmail.

You got it!

## For Outlook

1. Log in to your account here: <https://outlook.live.com>
2. Click on the **gear icon** on the upper right part of the mailbox page and choose **Connected Accounts**:



3. Under **Add a connected account**, click **Other email accounts**:

### Connected accounts

Connect your other accounts to import your emails and manage them all in one place. You can connect up to 20 other email accounts.

#### Add a connected account

 Gmail

 Other email accounts 

#### Manage your connected accounts



4. Select **Manually configure account settings** and click **OK**:

You can choose where the imported email will be stored.

- Create a new folder for imported email, with subfolders like in the account you connect
- Import into existing folders, such as Inbox, Sent Items and Drafts, and create folders for other messages

Advanced Settings

- Manually configure account settings (POP, IMAP or Send-only account)

5. Select type of the account **IMAP/SMTP** click **OK**:

## Choose your connection type

- IMAP/SMTP connection settings
- POP/SMTP connection settings
- SMTP send-only connection settings



6. On the next page configure the settings

**For IMAP account:**

# New IMAP account connection

Enter account and server information for your connected account.

## Account information

Display name

Email address \*

Username

Password \*

You can choose where the imported email will be stored.

- Create a new folder for imported email, with subfolders like in the account you connect
- Import into existing folders, such as Inbox, Sent Items and Drafts, and create folders for other messages

## Server information

- **Incoming (IMAP) server:** server your account is hosted on
- **Incoming server port:** 993 with SSL, or 143 with no SSL
- **Authentication:** Basic
- **Encryption:** SSL or TLS
- **Outgoing (SMTP) server:** server your account is hosted on
- **Outgoing server port:** 465 with SSL, 587 with TLS

## Server information

Incoming (IMAP) server \*

server1.web-hosting.com

Incoming server port \*

993

Authentication

Basic

Encryption

SSL

- Send email using your provider's server (recipient will not see your Outlook.com address)
- Send email using Outlook.com's server (recipient may see your Outlook.com address)

Outgoing (SMTP) server \*

server1.web-hosting.com


Outgoing server port \*

465

Use a different username and password to send email.

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**Back**   **OK**   **Cancel**



7. Click **OK** once done.

You can now use your @texasally email address as a sender email in Outlook.

You got it!