

# USING YOUR GMAIL ACCOUNT FOR SCRUBBING YOUR REGULAR EMAIL OF SPAM

Beginners' Kaffee Klatch  
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The Gmail spam filter is highly acclaimed by many experts in the security and privacy fields. It is based on the well-known Postini filter widely used by corporations. It's a multifactorial filter that takes into account many different variables to determine whether mail is spam or real mail. It's normally a commercial service, but by using Gmail you effectively get Postini for free. You can sign up for Gmail at [www.gmail.com](http://www.gmail.com).

## Use your Gmail Account to Scrub the Spam in Your Regular Email Account

*Note that in this procedure, you won't be using your Gmail account to replace your normal e-mail address but rather as a spam-scrubbing transit stop. The concept is to funnel the e-mail from your normal account (Outlook Express, Outlook, or Windows Mail) into Gmail and then have it sent back to your regular e-mail client after it has been scrubbed of spam by Gmail.*

If you already use **Gmail** as your main e-mail account **but** you don't have POP3 access enabled for that account, then you will want to go through the steps described in this BKK document in order to take full advantage of Gmail's powerful spam scrubbing program. If you don't use Gmail, you will want to set up an account. (Click on this hyperlink: <http://tinyurl.com/6npadk>.) It's simple, it's quick, and it's free.

Once you have created your Gmail account, enable it for POP3 access by following the steps described immediately below. These are important steps because you'll use POP3 to retrieve your e-mail from Gmail.

### Enabling POP

You can retrieve your Gmail messages with a client (Outlook Express is a client) that supports POP (post office protocol), such as Microsoft Outlook, Outlook Express, or Windows Mail (Vista).

To enable POP in Gmail:

1. Sign in to your Gmail account.

2. Click **Settings** at the top of any Gmail page.
3. Click **Forwarding and POP/IMAP**.
4. Under Forwarding, select **Forward a copy of incoming mail to your email address**.
5. Select one of these choices: **Enable POP for all mail** or **Enable POP for mail that arrives from now on**.
6. Choose the action you'd like your Gmail messages to take after they are accessed with POP: Keep Gmail's copy; archive Gmail's copy; or delete Gmail's copy..
7. Click **Save Changes**.
8. Close your gmail account.

### Supported POP client list

Once you've enabled POP in Gmail, you can configure your mail client (Outlook Express, for example) to download Gmail messages. To see Google's recommended settings or troubleshoot POP issues, click the name of your mail client listed below.

If your mail client isn't listed here, Google is not able to provide assistance with its configuration at the present time.

### Mail Clients

Outlook Express (<http://tinyurl.com/atm9n>)  
Outlook 2002 (<http://tinyurl.com/yszamc>)  
Outlook 2003 (<http://tinyurl.com/bt8l2>)  
Outlook 2007 (<http://tinyurl.com/66sm22>)  
Thunderbird 2.0 (<http://tinyurl.com/gaezn>)  
Windows Mail (<http://tinyurl.com/6b60aa>)

Since most BKKers use Outlook Express as their email client, we will take you step-by-step through the process of adding a Gmail account to your Outlook Express.

1. Open Outlook Express.
2. Click the **Tools** menu, and select **Accounts**.
3. Click **Add**, and then click **Mail...**
4. Enter your name in the **Display name** field, and click **Next**.
5. Enter your full standard email address (*yourusername@yourISP*) in the **Email address:** field, and click **Next**.

6. Enter **pop.gmail.com** in the **Incoming mail (POP3, IMAP or HTTP) server:** field.
7. Enter **smtp.gmail.com** in the **Outgoing mail (SMTP) server:** field.
8. Click **Next**.
9. Enter your regular email username in the **Account name:** field. Enter your regular email password in the **Password:** field, and click **Next**.
10. Click **Finish**.
11. Highlight **pop.gmail.com** under **Account**, and click **Properties**.
12. Click the **Advanced** tab.
13. Fill in the following information:
  - a. Enter 465 in the **Outgoing mail (SMTP):** field.
  - b. Under **Outgoing Mail (SMTP)**, check the box next to **This server requires a secure connection (SSL)**.
  - c. Under **Incoming mail (POP3)**, check the box next to **This server requires a secure connection (SSL)**. The port will change to 995.
  - d. Return to the **Servers** tab, and check the box next to **My server requires authentication**.
14. Click **OK**.

**Congratulations!** You're done configuring your Outlook Express client to send and retrieve Gmail messages.

### **Using Gmail's Mail Fetcher**

Next, use Gmail's Mail Fetcher to forward messages from your normal e-mail account to your Gmail account. This procedure will cause your Gmail account to retrieve (fetch) mail from your regular email account, run it through its spam filter system, and then send it back to Outlook Express.

#### **To set up Mail Fetcher:**

1. Click **Settings** at the top of any **Gmail** page, and open the **Accounts** tab.
2. In the **Get mail from other accounts** section, click **Add another mail account**.
3. Enter the full email address of the account you'd like to access (your regular email account), then click **Next Step**.
4. Gmail will populate sample settings, but Google recommends checking with your primary provider (Cox uses Port 110) to learn the correct server name and port. Enter your **Password** (the one you use for your regular account).
5. Choose from among these options:

Leave a copy of retrieved messages on the server. (If you'd like to keep a copy of each message Gmail retrieves in your other mail accounts, select the checkbox. This way, you can access mail in your other accounts, **and** in Gmail.

Label incoming messages. Archive incoming messages. Click **Add Account**.

7. Once your account has been added successfully, you can choose to compose messages in Gmail, but have them appear to be sent from your other email account.
8. Click **Next Step** and **Next Step** again to set up a custom **From address**.

### **Test your new spam filter**

Now any mail that goes to your normal e-mail account will be redirected to your Gmail account. Also, your e-mail client should have a new account that collects your e-mail from your Gmail account.

That's the theory, anyway. Be sure to test the system first by sending an e-mail to your standard e-mail address. Ten minutes later, pick it up from your Gmail account using your e-mail client.

If it's working, you may wish to disable your normal e-mail account in your Outlook Express client. If you don't, you run the risk of picking up your mail before it is forwarded to Google, which defeats the purpose. (If you receive duplicates of the same message, this is the cause.)

Once you have this working, you'll be delighted with the results. Almost all spam will be eliminated from your inbox yet your real mail will arrive unaffected.