

Setting up a NEW vandagraphst.com Email Address.

Email format

firstname.lastname@vandagraphst.com

Login to the Main Viamed inbox:

Click the Cog / Settings

Click Filters and Blocked Addresses

Scroll down to the bottom of the list and find the

Create new filter

in the To field type in firstname.lastname@vandagraphst.com

Click Create Filter

Tick the Forward to and select the correct gmail account from the list.

Log in to the users account.

Click the Cog / Settings

Click Accounts and Import

in the Send mail as section

Click Add another email address

Enter firstname.lastname@vandagraphst.com

Update SMTP Server smtp.gmail.com

Update Username viamedinbox@gmail.com

Update Password : xsjymtwyucdxybnv

Save Changes

You will now need to wait for an confirmation email to be sent and confirmed.