

Getting started with Affixa using a Gmail account

Introduction

Affixa allows desktop software to work closely with web-based email, including Gmail. To set up Affixa to work with your Gmail account you need:

1. To install Affixa;
2. Configure your account.

This short guide will explain how to accomplish both.

Installing the Affixa Software

You can download the software from [here](#).

Once you've completed the download, look for a file named "Affixa-Setup-Full" or "Affixa-Setup-Full.exe" and double-click on this.

Click "Next" to progress through the installation, accepting the licence agreement and choosing the "Typical" installation type when prompted.

Configuring your Account

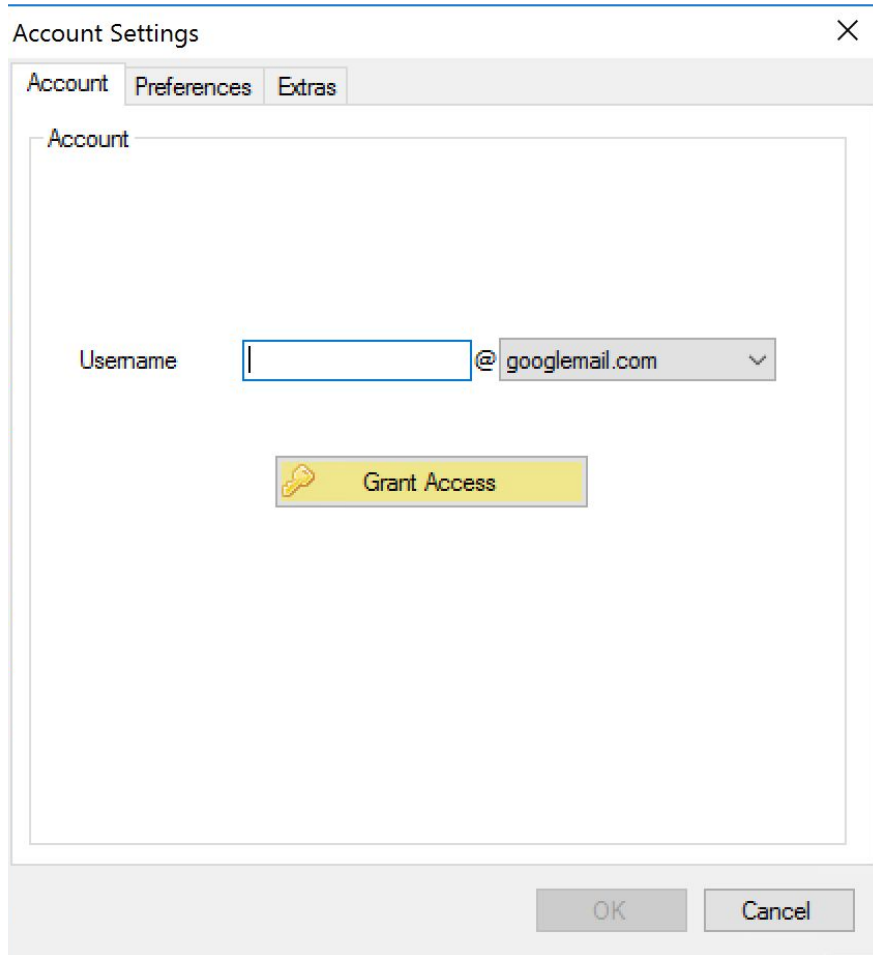
Once the software is installed, you may be presented with a screen that looks like this:



If you don't see this screen automatically, load it by going to the Start Menu:

- **Windows 7 and older:** go to “All Programs”, then “Affixa” and then choose “Options”;
- **Windows 8 and newer:** start typing “Affixa” and you’ll see “Options” appear on the right-hand side of the screen. Choose this.

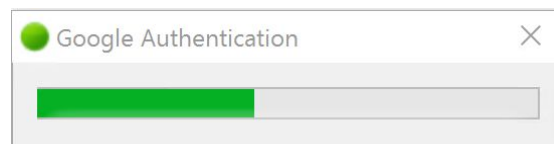
Then click “Add” and choose “Gmail”. The screen will now look like this:



You may see “gmail.com” instead of “googlemail.com” on your computer. That’s absolutely fine - it just depends on where in the world you live.

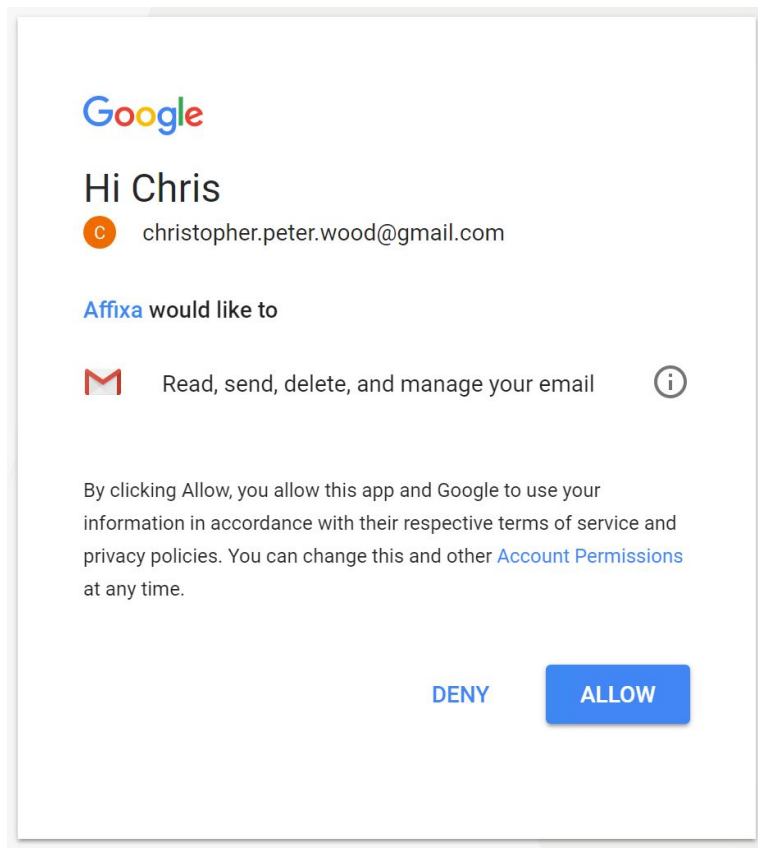
If your email address is joe.bloggs@gmail.com , you’d type joe.bloggs in the text box next to “Username”.

Once you’ve typed in your username, click “Grant Access”. A new window will pop up like this:



And your browser will launch a new tab or window. Switch to your browser and log in (using your normal Gmail details) or choose an account.

Eventually, you'll see a screen similar to the following:

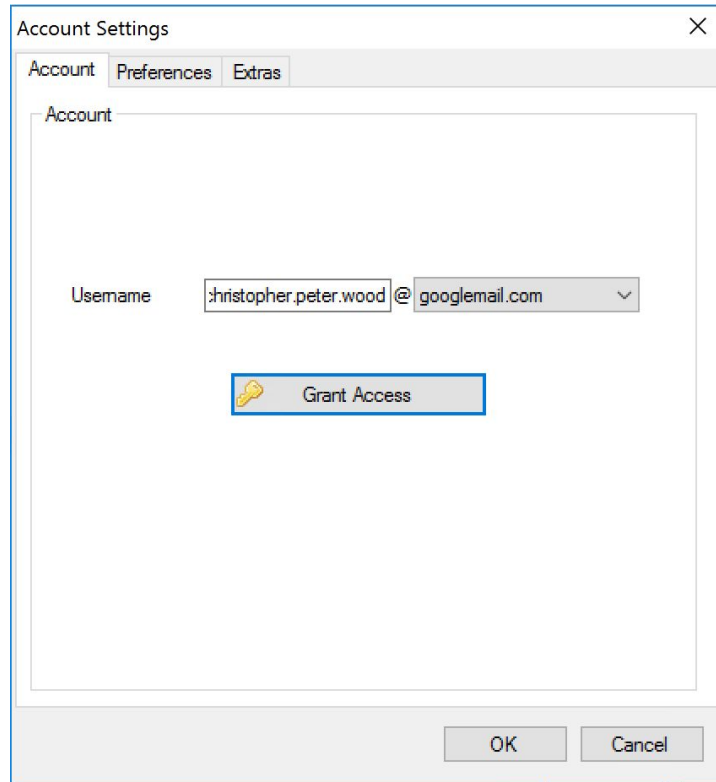


You now need to click "Allow". Afterwards, you'll be given a message as follows:

All done!

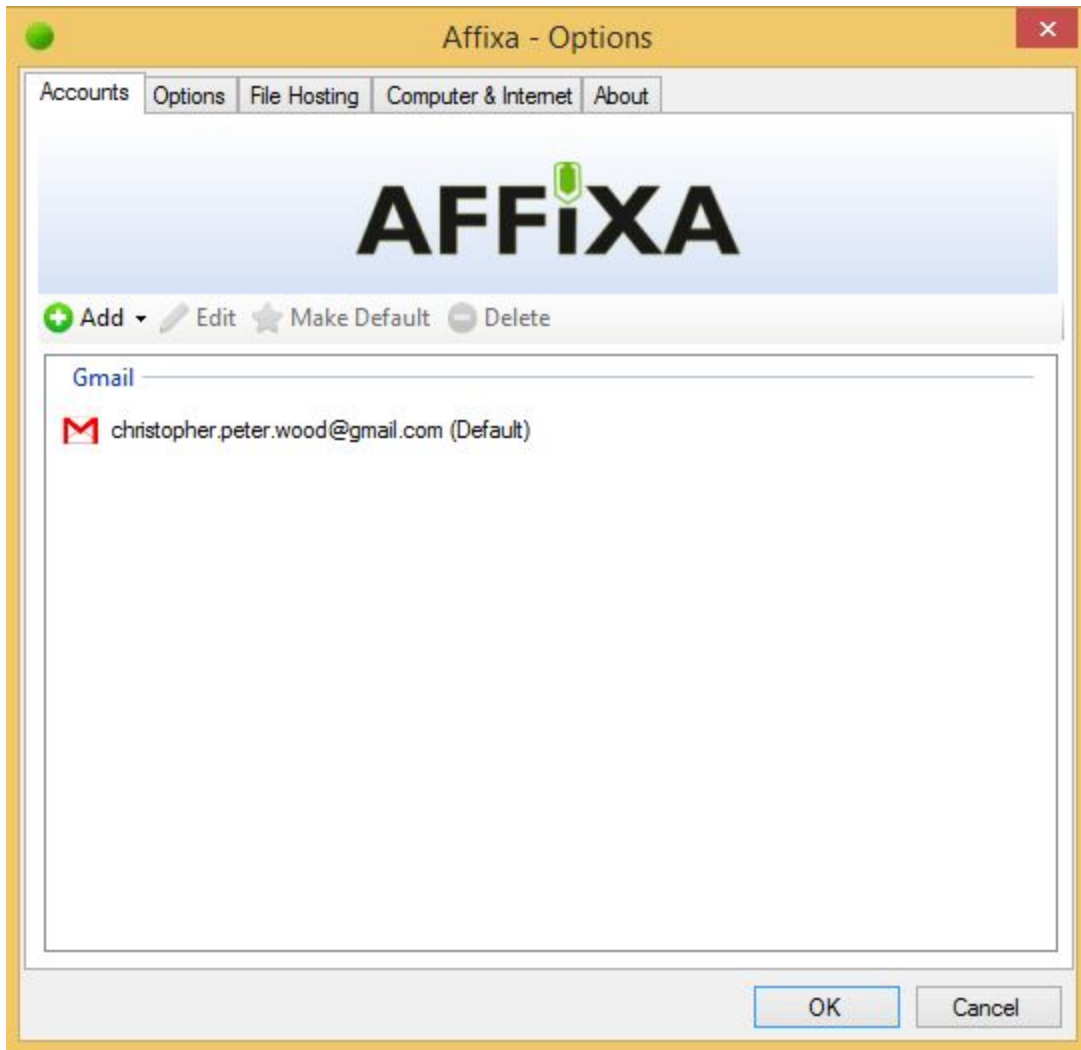
You can now return to Affixa Desktop and click "OK" to save your account settings.

Switch back to this screen in Affixa:



Click "OK" and the window will close.

You'll then see this screen again, this time with your Gmail account listed:



Again, click "OK". Once the window disappears, you're all done!

Checking Everything Works

The quickest way to check it's all working is to find a file on your computer (e.g. a photo) and right-click on it.

From the menu choose "Send To" and then "Mail Recipient".

Affixa should appear briefly and create a new draft email containing your photo as an attachment. Your web browser should appear automatically and display the draft message for you.

Getting More Help

You can find answers to the most common questions on our [support site](#). Alternatively, you can [contact us](#).