




Webmail Powered by Google

Leaving T.U.? Create a Gmail account & take your email along!




OTS PUBLICATION: WMG5 • REVISED 12-4-08 • TRAINING@TOWSON.EDU • OFFICE OF TECHNOLOGY SERVICES


 =Shortcut  =Advice  =Caution

What happens to my Webmail account once I leave Towson?

Your *Webmail Powered by Google* account stays with you until approximately one year after you're last eligible to register for classes. (Don't worry, we'll remind you two weeks before your account expires.) After that date, your account will be removed.

Instead of losing your T.U. emails when your account expires, you can choose to move them into a free Google Gmail account. The look and feel of it will be the same as Webmail, but you will have a new email address.

 Unfortunately, when you move your old email messages to Gmail, you will lose any labels you may have created in Webmail.

 Once you have a new account set up, remember to email all of your contacts with your new email address and alert them that your *username@students.towson.edu* email will no longer be available.

Gmail Accounts vs. Webmail Accounts

A Gmail account is a free public account through Google. A Gmail account is not administrated through Towson.

Your Webmail email address looks like: *username@students.towson.edu*

A public Gmail address looks like: *username@gmail.com*

Moving your email to a Gmail account

Get Your New Gmail Account Ready

If you already have a Gmail account, jump down to "**Prepare your Webmail Account**" below.

If you don't have a Gmail account, create one here: <http://mail.google.com> > click the **Sign up for Gmail** link and follow the directions to create an account.

Prepare Your Webmail Account

Before you can move your Webmail email to a Gmail account, you must change a few settings in your Webmail account.

Turning on **POP**, permits you to migrate email to another account and **forwarding** ensures that all new emails will be sent to your Gmail account. To activate these settings:

1. Log into Webmail.
2. Click **Settings** at the top of any page.
3. Click **Forwarding and POP/IMAP**.
4. Next to **Forwarding:**, select **Forward a copy of incoming mail to** (Figure 1, 1) and next to it type your Gmail email address (Figure 1, 2).

Summary

What happens next?

Moving email to Gmail

1. Get Gmail Account
2. Prepare Webmail
3. Transfer Emails
4. Character Styles
5. Headers and Footers

Moving Contacts

1. Importing Contacts
2. Exporting Contacts

Figure 1

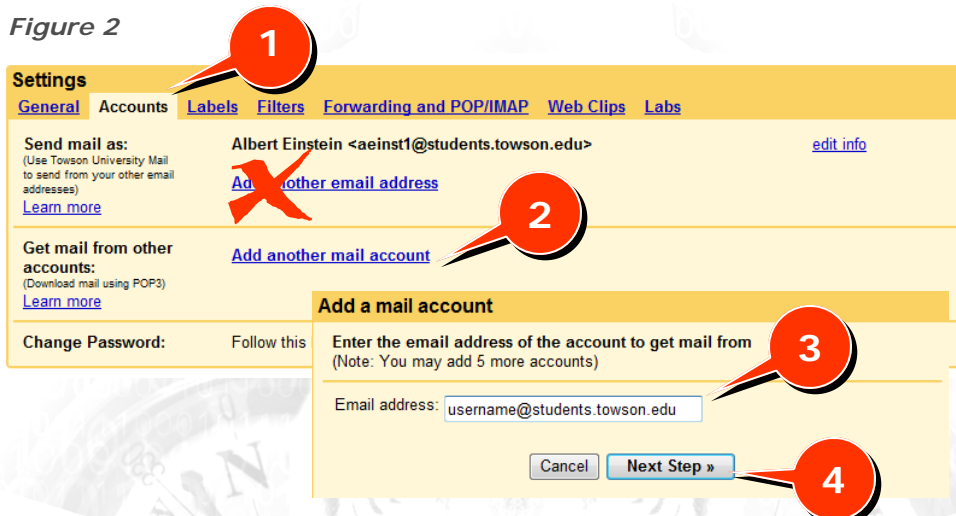


5. Next to **POP Download:**, select **Enable POP for all mail** (Figure 1, 3).
6. Click **Save Changes** (Figure 1, 4).

Transfer Webmail Emails into Your Gmail Account

1. Log into your Gmail account.
2. Click **Settings** at the top of any page.
3. Click **Accounts** (Figure 2, 1).
4. Next to **Get mail from other accounts:**, click **Add another mail account** (Figure 2, 2).
5. In the new window, next to **Email address**, type your Webmail email address (such as *username@students.towson.edu*) (Figure 2, 3).
6. Click **Next Step >>** (Figure 2, 4).

Figure 2



7. In the new window, next to **Username**, type your Webmail email address again (even though it asks for username!) (Figure 3, 1).
8. Next to **Password**, type your Webmail password (Figure 3, 2).
9. Next to **POP Server:**, type: **pop.gmail.com** (Figure 3, 3).
10. Next to **Port:**, type: **995** (Figure 3, 4).
11. We recommend that you:
 - Select **Always use a secure connection (SSL) when retrieving mail** (Figure 3, 5).
 - Select **Label incoming messages** to automatically label all messages that are retrieved from your non-Google account. You can choose to use the predefined label (your email address), or you can select an existing label or create a new one from the drop-down list.
 - Select **Archive incoming messages** so mail from this account will be in your account, but won't show up in your inbox. To view these messages in Gmail, click on their label.
12. Click **Add Account** (Figure 3, 6).
13. In the new window, select **No** (Figure 3, 7) and **Finish** (Figure 3, 8).

Moving your Contacts to Gmail

Figure 3

Add a mail account

Enter the mail settings for `username@students.towson.edu`. [Learn more](#)

Email address: `username@students.towson.edu`

1 Username: `username@students.towson.edu` 3

2 Password: `.....` 4

POP Server: `pop.gmail.com` Port: `995`

Leave a copy of retrieved message on the server. [Learn more](#)

5 Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages:

`username@students.towson.edu` ▾

Archive incoming messages (Skip the Inbox) 6

Your mail account has been added.

You can now retrieve mail from this account.
Would you also like to be able to send mail as `username@students.towson.edu`

7 Yes, I want to be able to send mail as `username@students.towson.edu`

No (you can change this later)

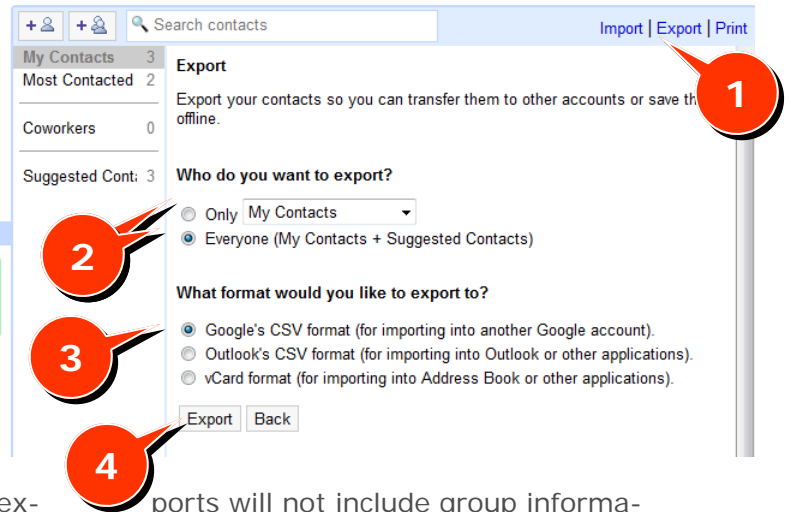
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To move your contacts to Gmail, you must export them from your Webmail account and then import them into your Gmail account.

Export your contacts from your Webmail account

1. Log into your Webmail account.
2. Click **Contacts** > Click **Export** (Figure 4, 1).
3. Under **Who do you want to export** select **Only My Contacts** for those people you have added into your contact list or select **Everyone** to include both your official contacts and all the other people who send you email (Figure 4, 2). (If you're not sure who's in your Contacts, look over your contacts in **My Contacts** before you continue.)
4. Select **Google's CSV format** (Figure 4, 3).
5. Click **Export** (Figure 4, 4).
6. Choose to **Save** the file.
7. Pick a location to save the **contacts.csv** file (remember the location; you'll need it soon) and save the file.

Figure 4



As of the date of this publication, contact exports will not include group information.



Import your contacts to your Gmail account

1. Log into your Gmail account.
2. Click **Contacts** > Click **Import**.
3. Click **Browse**.
4. Find and double-click on the **contacts.csv** file you saved in the **Export** steps above.
5. Click **Import** > Click **OK**.