

# Webmail Powered by Google

## For Student Employees: Your TU Outlook Exchange Account



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=Shortcut =Advice =Caution

### One Account or Two?

If you're a student employee and you have been assigned an Outlook Exchange account, you have two options:

**Option 1:** You can choose to keep your student and work e-mail separate. (You will access student e-mail and work e-mail in two separate environments: *Webmail Powered by Google* for student e-mail and Outlook Exchange for work.)

**IMPORTANT:** At this time, e-mail from your professors (as well as all e-mail from TU faculty and staff) will go to your **Outlook** account. E-mail from anyone else (including fellow students) will go to *Webmail Powered by Google*.

If you prefer to keep two separate accounts: **there is nothing more to do.**

**Option 2: To combine your accounts,** you will need to forward all of your student e-mail to your Outlook Exchange account by following these steps:

1. Log into *Webmail Powered by Google*.
2. At the top right corner click on the **Options** icon and click on **Mail settings**
3. Click the **Forwarding and POP/IMAP** tab (Figure 1, 1).
4. Select **Forward a copy of incoming mail** (Figure 1, 2).
5. In the box next to **Forward a copy...**, type your **Exchange** e-mail address in this format: *username@exchange.towson.edu* (Figure 1, 3).
6. From the drop-down list, choose to keep a copy of your student e-mail in *Webmail Powered by Google*, archive, or delete it. OTS recommends choosing the **archive** option (Figure 1, 4):
  - **keep...**will retain all messages in your *Webmail Powered by Google* inbox
  - **mark as read...** will mark Towson messages as read
  - **archive...**will move them out of the Inbox, though they can be searched and viewed by clicking **All Mail** on the left. (If **All Mail** is not listed go under **Inbox** and click **more**.)
  - **delete...**will delete them from *Webmail Powered by Google* inbox
7. Click the **Save** changes button.



Figure 1

