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 email separate (You will access student email and work email in two separate environments: Webmail Powered by Google for student email and Outlook Exchange for work).

**IMPORTANT:** Emails from your professors (as well as emails from TU faculty and staff) will go to your Outlook account. Emails from anyone else (including fellow students) will go to your Towson Webmail Powered by Google.

**Option 2:** To combine your accounts, you will need to forward all of your student email 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.
4. Select **Forward a copy of incoming mail**.
5. In the box next to **Forward a copy**..., type your Exchange email address in this format: `username@exchange.towson.edu`.
6. From the drop-down list, choose to keep a copy of your student email in Webmail Powered by Google, archive, or delete it. OTS recommends choosing the **archive** option.
   - **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.