

Webmail Powered by Google

Transferring Webmail to a Gmail Account

Introduction

Your Webmail Powered by Google account stays with you for 18 months after you are eligible to register for classes. Instead of losing your TU 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.

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 @students.towson.edu email will no longer be available.

Moving Email to a Google account

Follow these steps to begin preparing your TU Webmail Account:

1. Open your preferred web browser and navigate to **webmail.towson.edu** and log into Webmail with your **NetID** and **Password**.
2. Click the **gear icon** drop-down at the top-right corner of the page and then click **Settings**.

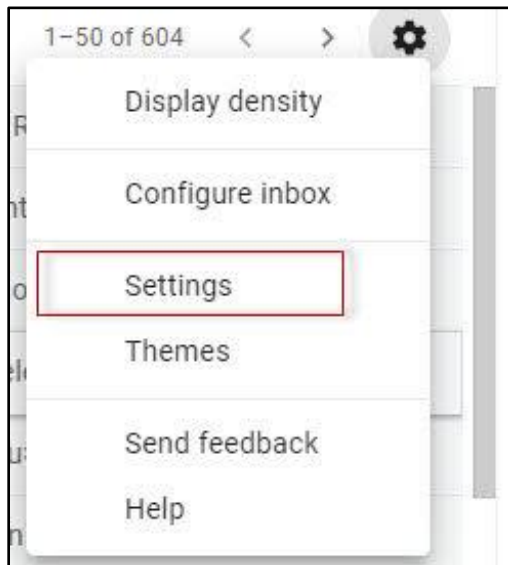


Figure 1

3. Click the **Forwarding** and **POP/IMAP** tab.
4. Beside **Forwarding**:, click **Add a forwarding address**. A dialog box will appear.

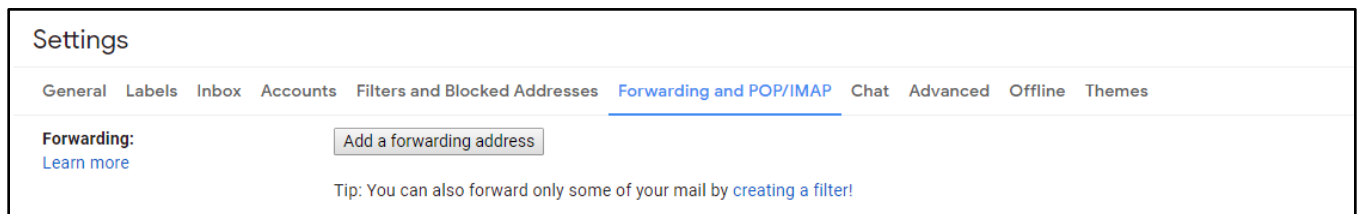


Figure 2

5. Enter the forwarding address and then click **Next**.

6. Beside **POP Download:**, select **Enable POP for all mail**.



Figure 3

7. Scroll down and click **Save Changes**.

Allowing Less Secure Apps

1. Click on your **profile picture** or **letter** in the upper right corner of the screen. Make sure you are logged into your **@students.towson.edu account**.
2. Click **Google Account**

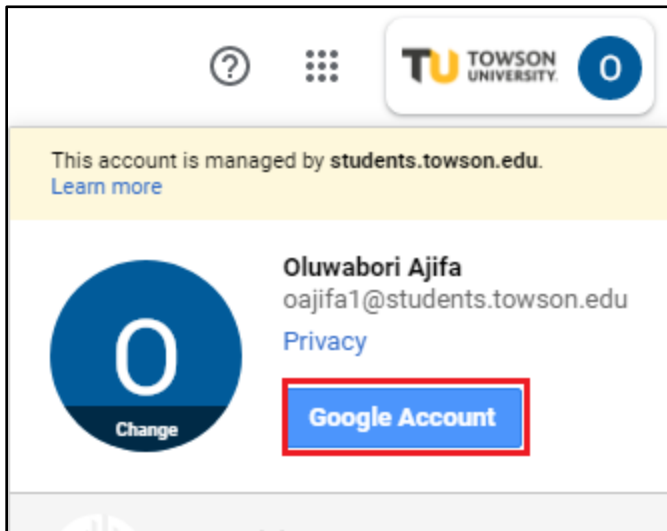


Figure 4

3. Click **Security** on the left side navigation menu.

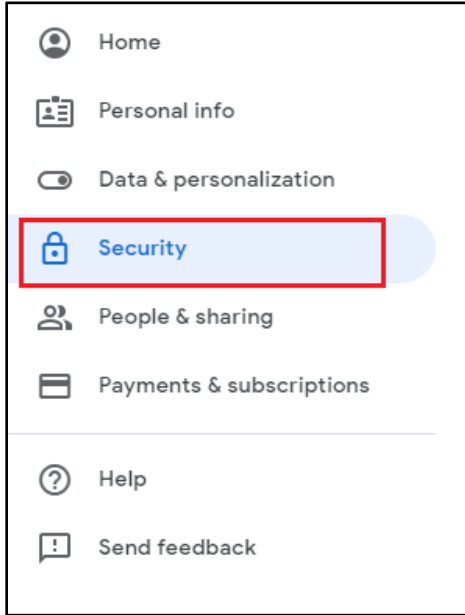


Figure 5

4. Scroll down to **Less secure app access** and click **Turn on access (not recommended)**.



Figure 6

5. Click the slider beside **Allow less secure apps** to toggle it **ON**. Click the back arrow to go back. Your changes will save automatically.

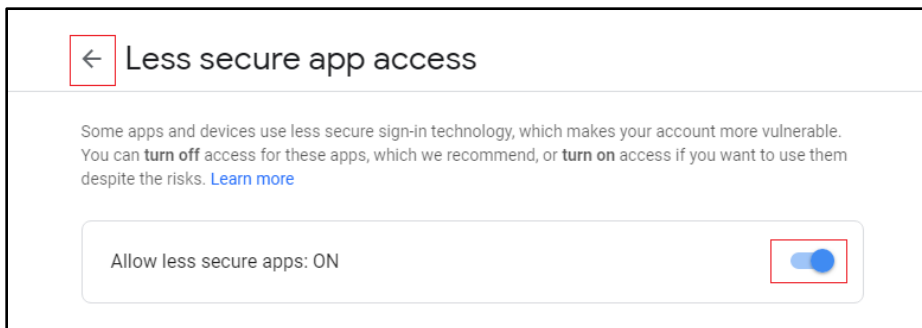


Figure 7

Transfer Webmail Emails into Your Gmail Account

1. Log into your Secondary Gmail account.
2. From your inbox screen, click the **gear icon** drop-down at the top-right corner of the page and then click **Settings**.
3. Click the **Accounts** tab.
4. Beside **Check mail from other accounts:**, click **Add a mail account**.

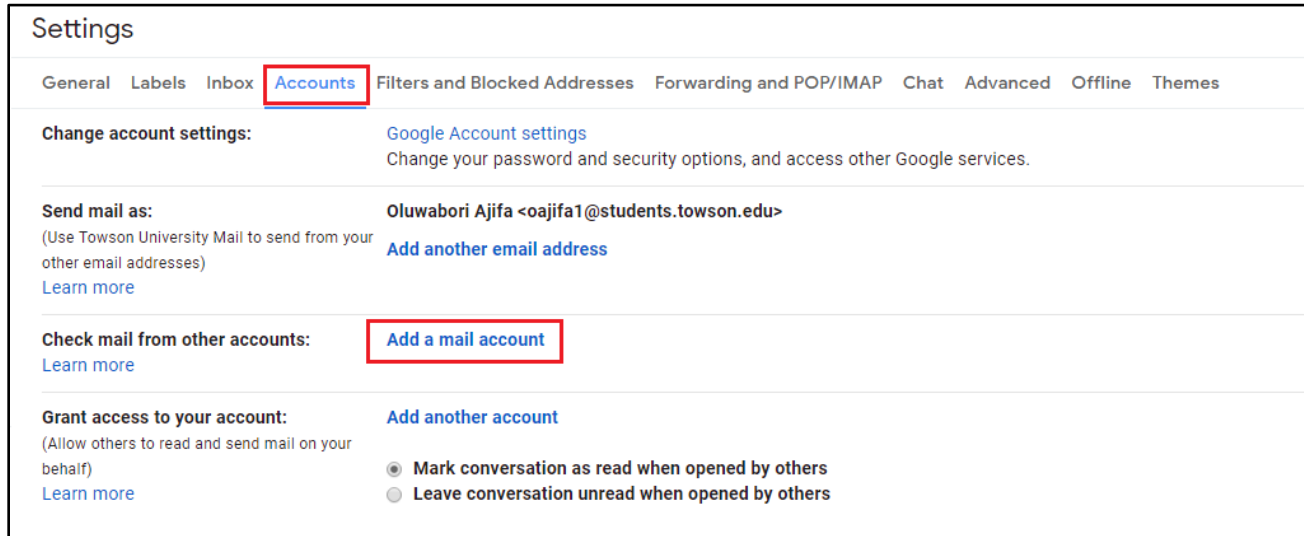


Figure 8

5. In the new window, beside Email address, type your Webmail Email address (such as NetID@students.towson.edu).

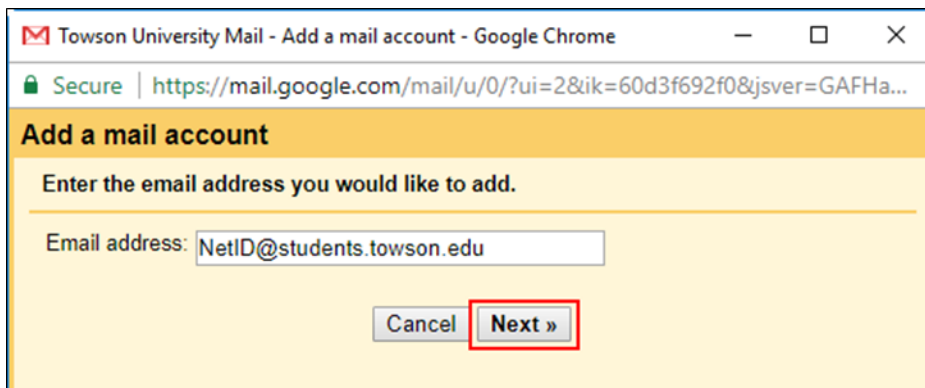


Figure 9

6. Click **Next**.

Adding a mail account

1. In the new window, beside **Username**, type your Webmail email address again.
2. Beside **Password**, type your Webmail password.
3. Beside **POP Server:**, click the drop-down menu and select **pop.gmail.com**.
4. Beside **Port:**, click the drop-down menu and select **995**.
5. We recommend that you:
 - Select Always use a secure connection (SSL) when retrieving mail

- 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.

6. Click **Add Account**.

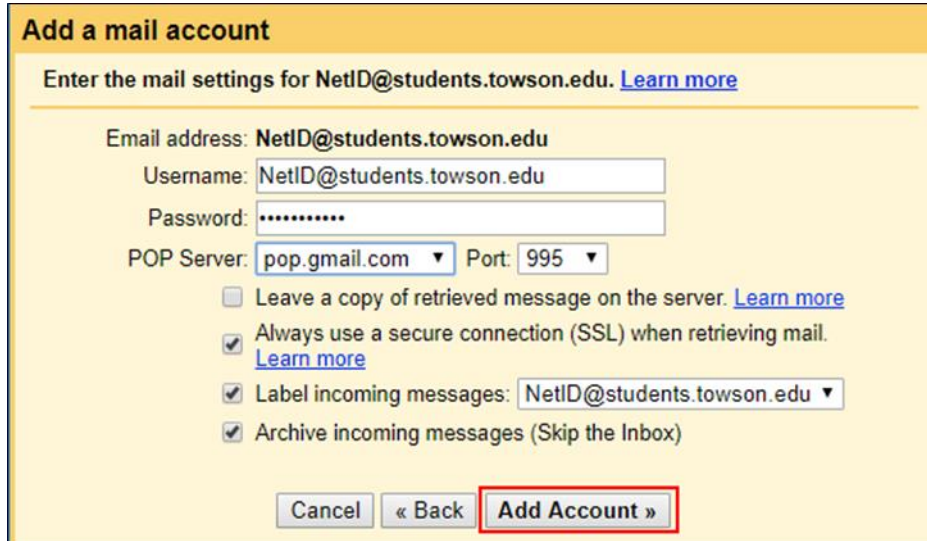


Figure 10

7. In the new window, select **No** and **Finish**.

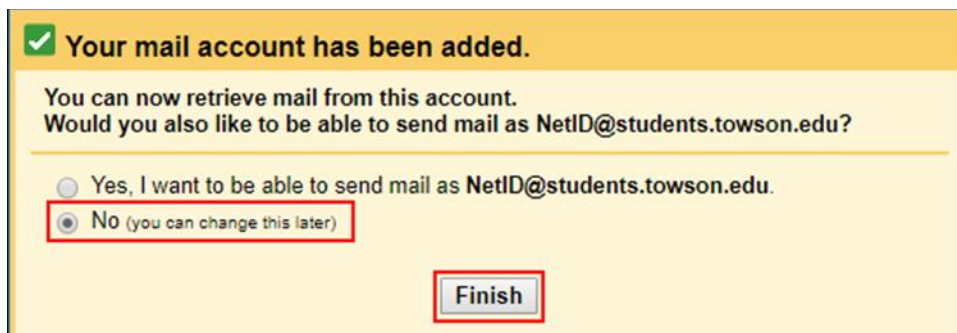


Figure 11

8. Emails should start to transfer into your new account.

Note: Depending on the number of Emails that you have in your account, it could take up to a few days. To speed up the process, keep your Google account logged in and click the Refresh button periodically.

Moving your Contacts to Gmail

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. In the upper-right hand corner of the window, click the **Google apps** icon beside the **support** button and select **Contacts**. A new window will appear

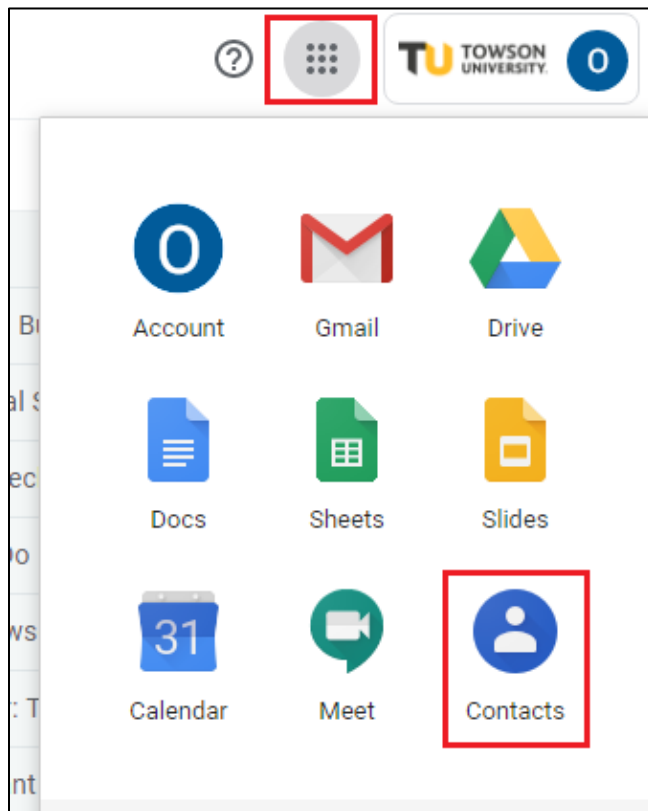


Figure 12

3. In the new window, on the navigation menu bar on the left side of the screen click the drop down arrow beside **More** and select **Export**.

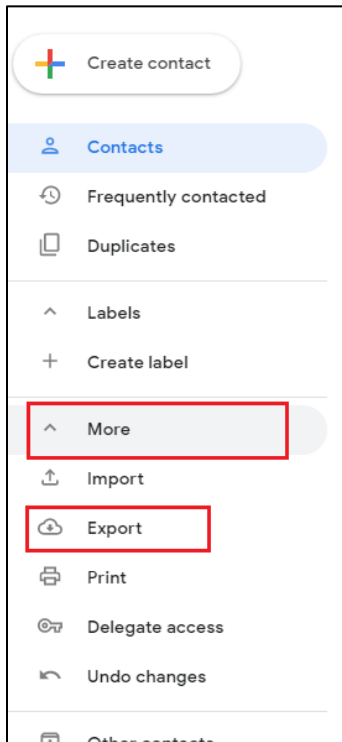


Figure 13

4. A small window will appear, Under **Export Contacts?** Select **Contacts**, under **Export as** select **Google CSV** Finally, click **Export**.

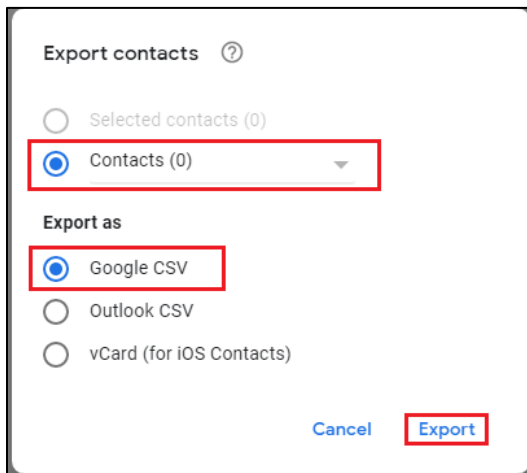


Figure 14

5. Choose to **save** the file. Pick a location to save the **contacts.csv** file (remember the location; you'll need it soon).

Import your contacts to your Gmail account

1. Log into your Gmail account.
2. In the upper-right hand corner of the window, click the **Google Apps** icon beside the **support** button and select **Contacts**.
3. On the left left side of the screen click the down arrow beside **More** and select **Import**.

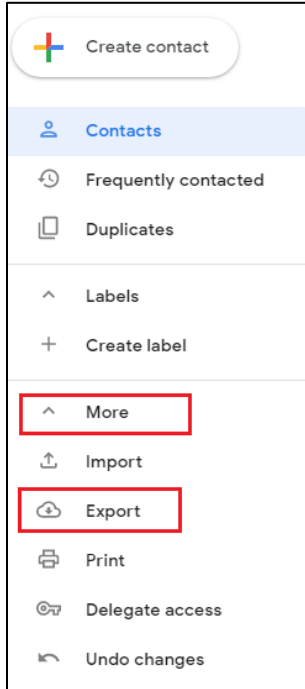
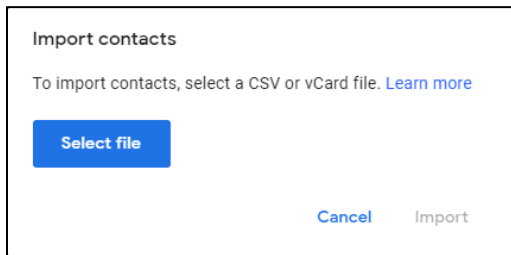


Figure 15

4. Click **Select File**.



5. Find and double-click on the **contacts.csv** file you saved in the **Export** steps above.
6. Click **Open**.
7. Click **Import**.

Note: Contact pictures will **NOT** transfer.