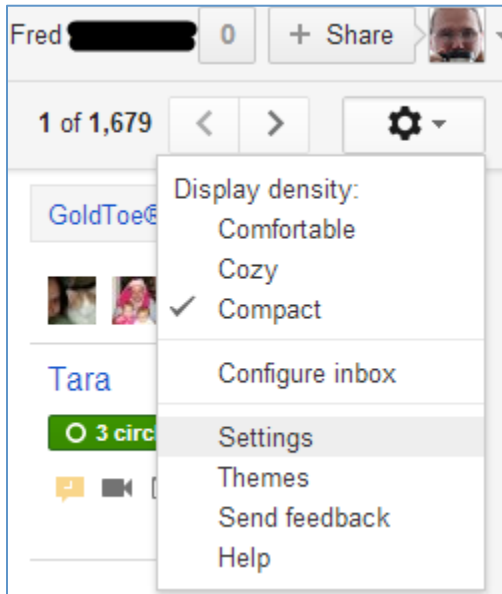
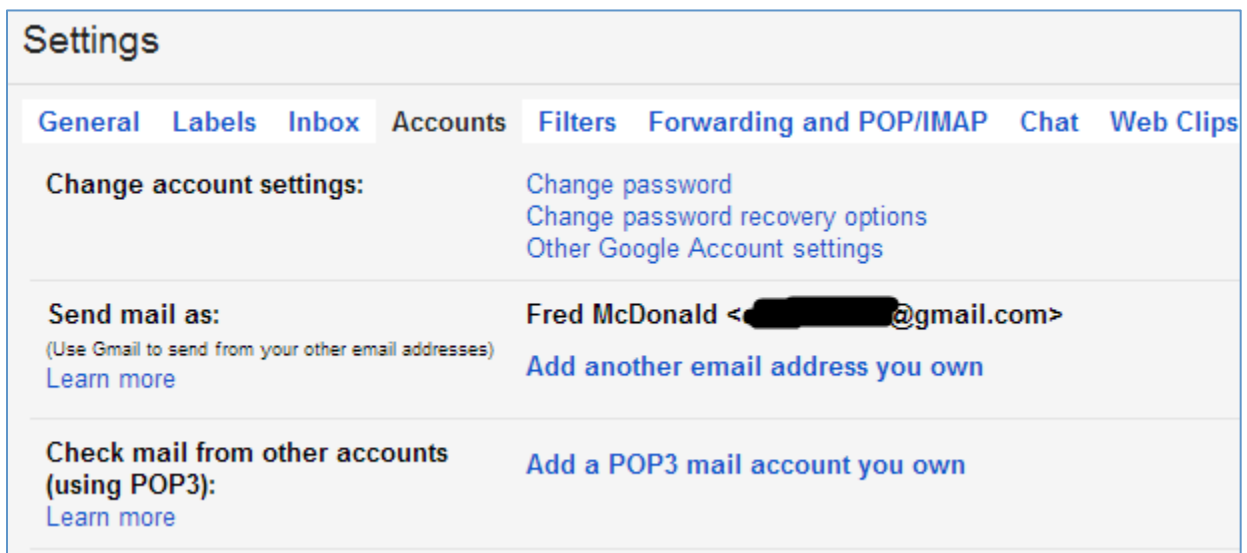


Moving your UWP email from Office 365 to Gmail:

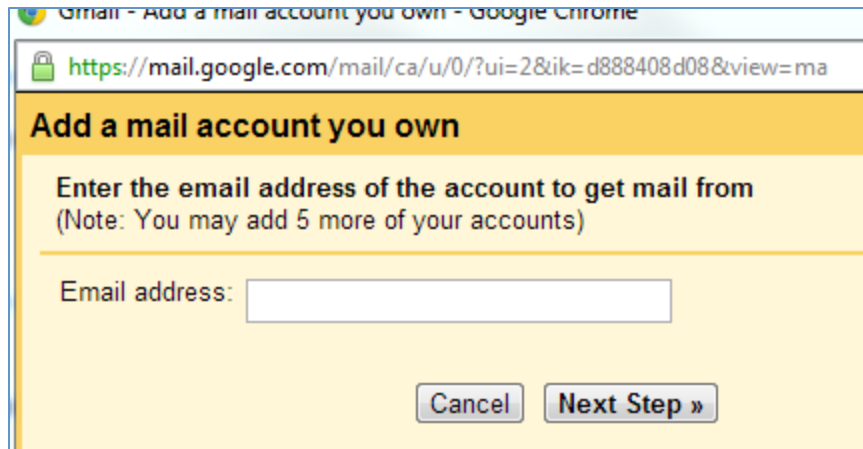
First, open up your Gmail account. On the right hand side of the interface you'll find an icon that looks like a gear. Click that icon and select 'Settings.'



On the Settings page, select the Accounts tab. A page similar to the one shown below will be displayed. Click on the link for "Add a POP3 mail account you own."



You will get a dialog box asking for your email address. Enter the UW-Parkside email address here. Then click the "Next Step" button.



Gmail - Add a mail account you own - Google Chrome

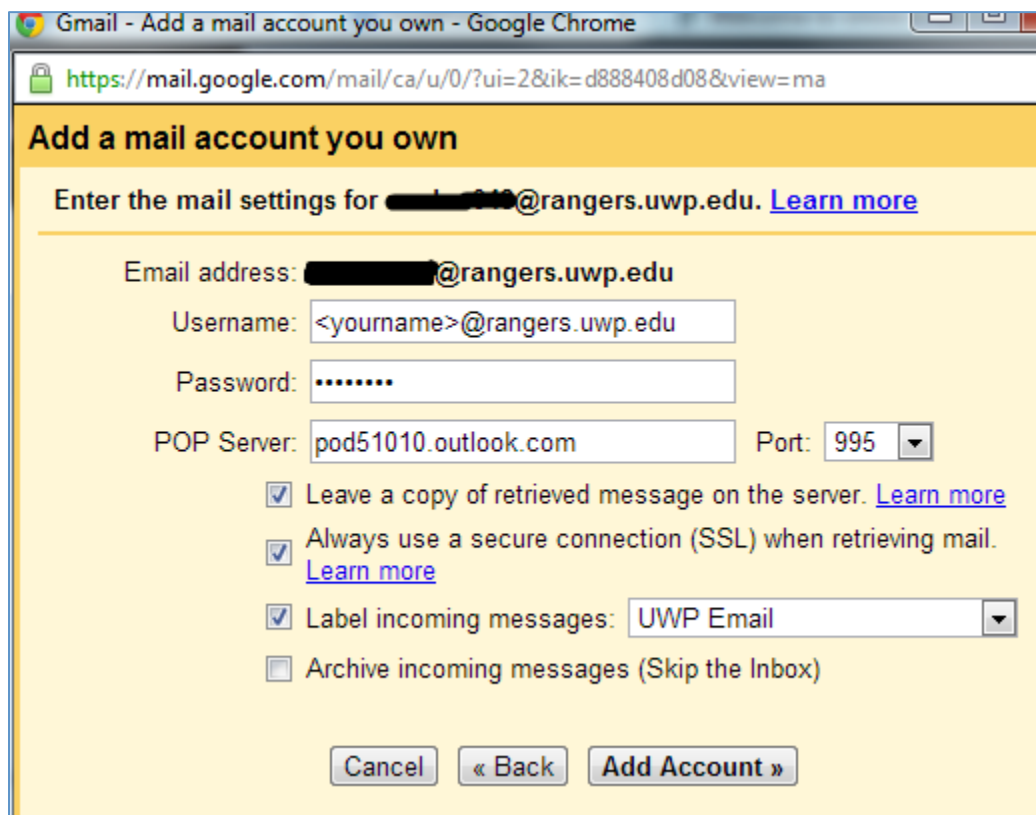
<https://mail.google.com/mail/ca/u/0/?ui=2&ik=d888408d08&view=ma>

Add a mail account you own

Enter the email address of the account to get mail from
(Note: You may add 5 more of your accounts)

Email address:

You will get a dialog like the one below, only with your email address and username. Enter your password in the appropriate box, along with the POP Server information and Port settings show below. (Server: pod51010.outlook.com and Port: 995).



Gmail - Add a mail account you own - Google Chrome

<https://mail.google.com/mail/ca/u/0/?ui=2&ik=d888408d08&view=ma>

Add a mail account you own

Enter the mail settings for [redacted]@rangers.uwp.edu. [Learn more](#)

Email address: [redacted]@rangers.uwp.edu

Username:

Password:

POP Server: Port:

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

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

Label incoming messages:

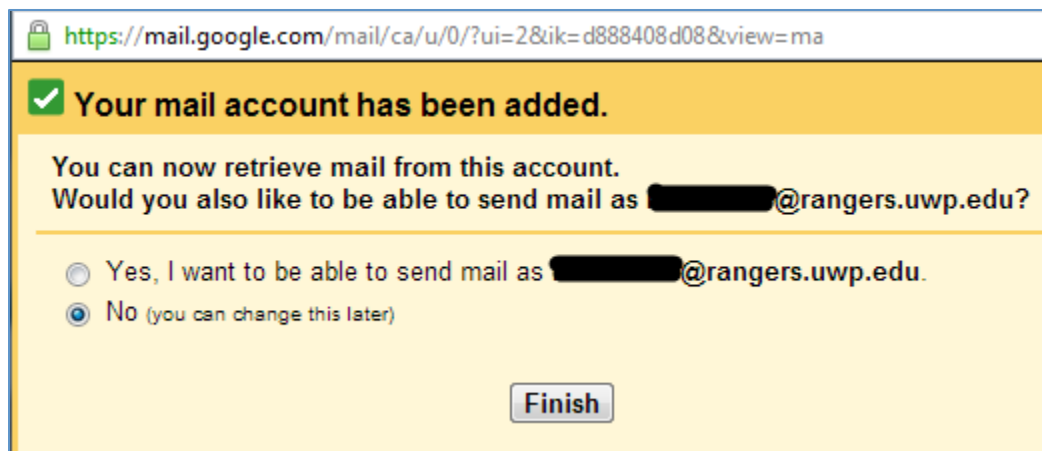
Archive incoming messages (Skip the Inbox)

Options:

- **Leave a copy of retrieved message on the server.** – This means that you will download a copy of the message, but the original will be left on the email server. This is the safest option, although the email will still be gone after June 30th.

- **Always use a secure connection (SSL) when retrieving email.** – *Leave this checked.*
- **Label incoming messages:**– This applies the designated label to all email messages from the UWP server. This makes it much easier to filter for messages specifically from your UWP email address or to sort them into their own folder.
- **Archive incoming messages** – This lets you automatically move messages from your UWP account into an ‘archive’ status without storing them in your Gmail inbox first. Depending on how many messages you currently have, this may be a useful thing to do.

Once you’re finished with the settings and options, click the ‘Add Account >>’ button. The next dialog should tell you that your mail account has been activated and ask you if you’d like to be able to send email from your UWP email address. Since the UWP account will no longer be available to you after the end of the month, it is best of select “No” and click ‘Finish.’



At this point, Gmail will begin to retrieve your UWP email. This process may take a while depending on exactly how many messages you have in your UWP email account.

As always, if you need help, please call us at 262-595-2444.