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."

Settings		
General Labels Inbox Accounts	Filters Forwarding and POP/IMAP Chat Web Clips	
Change account settings:	Change password Change password recovery options Other Google Account settings	
Send mail as: (Use Gmail to send from your other email addresses) Learn more	Fred McDonald <	
Check mail from other accounts (using POP3): Learn more	Add a POP3 mail account you own	

	💗 Gmail - Add a mail account you own - Google Chrome
	https://mail.google.com/mail/ca/u/0/?ui=2&ik=d888408d08&view=ma
You will get a dialog box asking for your email address. Enter the UW-Parkside email address here. Then click the "Next Step" button.	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:
	Cancel Next Step »

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 and an angle of the main setting of th		
Email address: @cangers.uwp.edu		
Username: <yourname>@rangers.uwp.edu</yourname>		
Password: ••••••		
POP Server: pod51010.outlook.com Port: 995 💌		
Leave a copy of retrieved message on the server. Learn more		
Always use a secure connection (SSL) when retrieving mail.		
Label incoming messages: UWP Email		
Archive incoming messages (Skip the Inbox)		
Cancel « Back Add Account »		

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 30<sup>th</sup>.

- 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.'

https://mail.google.com/mail/ca/u/0/?ui=2&ik=d888408d08&view=ma
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 <b>()</b> @rangers.uwp.edu?
<ul> <li>Yes, I want to be able to send mail as management (you can change this later)</li> <li>No (you can change this later)</li> </ul>
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.