Forward Old MSOE Email to Google Apps

To forward emails going to your old @msoe.edu address to your new alumni email account, follow the simple step-by-step instructions below. Emails from your @msoe.edu account will be forwarded to your Google Apps account until your @msoe.edu account is permanently deleted from MSOE email servers.

NOTE: This direction set will initially duplicate email that is currently in the inbox of your @msoe.edu account unless you delete all inbox emails on your @msoe.edu prior to following this direction set.

Forward Your Email
1. Go to https://mail.google.com/a/alumni.msoe.edu/
2. Login with your new username and password
3. Once logged in, click on the gear near the top right of the window and click on “Settings”

4. Click on the “Accounts” tab

Settings

<table>
<thead>
<tr>
<th>General</th>
<th>Labels</th>
<th>Accounts</th>
<th>Filters</th>
<th>Forwarding and POP/IMAP</th>
<th>Chat</th>
<th>Web Clips</th>
<th>Labs</th>
<th>Inbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change account settings:</td>
<td>Google Account settings</td>
<td>Change your password and security options, and access other Google services.</td>
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<tr>
<td>Send email as:</td>
<td>Christopher Adams <a href="mailto:odamsch@alumni.msoe.edu">odamsch@alumni.msoe.edu</a></td>
<td>Add another email address you own</td>
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<tr>
<td>(Use Milwaukee School of Engineering Mail to send from your other email addresses)</td>
<td>Learn more</td>
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<tr>
<td>Check mail from other accounts (using POP3):</td>
<td>Add a POP3 mail account you own</td>
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<td>Learn more</td>
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5. Click on “Add a POP3 mail account you own”
6. In the popup, enter your full MSOE email and click “Next Step”

**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: **testing@msoe.edu**

[Cancel] [Next Step »]

7. Fill in your username (with @msoe.edu) and your password then click “Add Account”

**Add a mail account you own**

Enter the mail settings for testing@msoe.edu. [Learn more]

Email address: **testing@msoe.edu**

Username: **testing@msoe.edu**

Password: **************

POP Server: **webmail.msoe.edu**  Port: 995

- [ ] Leave a copy of retrieved message on the server. [Learn more]
- [x] Always use a secure connection (SSL) when retrieving mail. [Learn more]

[ ] Label incoming messages: **testing@msoe.edu**

[ ] Archive incoming messages (Skip the Inbox)

[Cancel] [« Back] [Add Account »]

8. Select “No” and click “Finish”

**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 testing@msoe.edu?

- [ ] Yes, I want to be able to send mail as testing@msoe.edu.
- [ ] No (you can change this later)

[Finish]

9. All email set to your MSOE email will now automatically be forwarded to your Google Apps account.