

Moving mail from another account to Gmail

There are two ways to move your mail from another account to Gmail: forwarding mail and fetching mail. Both methods will transfer new mail to Gmail, but only fetching can transfer your existing mail.

Forwarding:

You can set your @student.fitchburgstate.edu Gmail address as the forwarding target. This will only forward mail that arrives from now on.

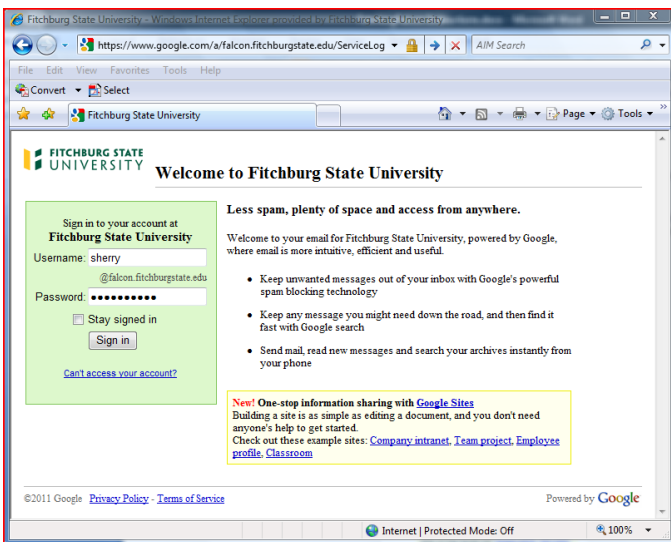
Fetching:

You can configure Mail Fetcher in Gmail and automatically download all your @student.fitchburgstate.edu mail to Gmail. In a short amount of time, this will download all of your existing messages to your @falcons.fitchburgstate.edu Gmail, and will regularly check your other account for new mail.

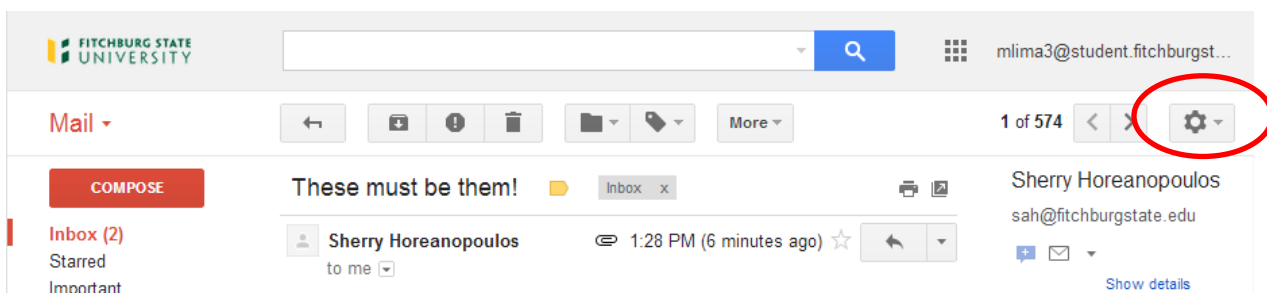
Here's how to **Fetch**:

Open your new account at <http://falcons.fitchburgstate.edu>

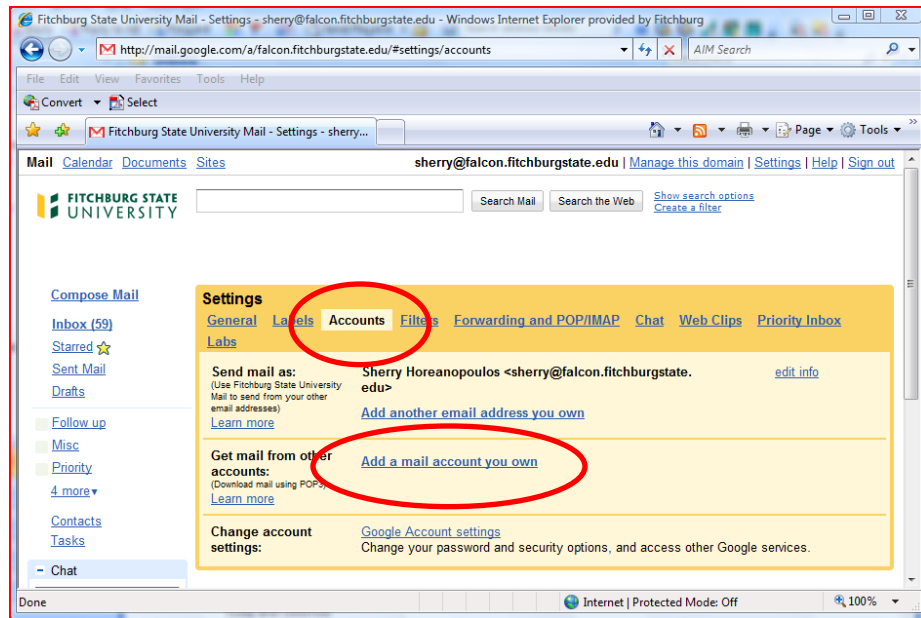
- Log in with your usual **FalconKey username and password**.
 - The passwords for all new @falcons.fitchburgstate.edu accounts are FS- plus the **last 6 digits of your student ID**.
- Click **Sign in**.



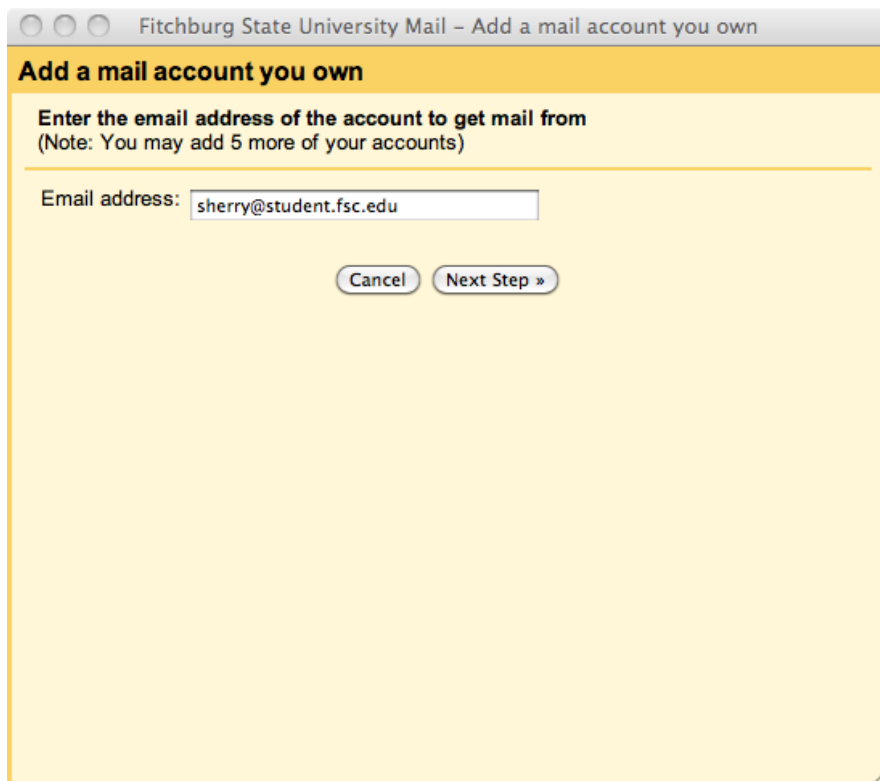
- In the upper right corner of your Inbox window, click **the gear** then click settings



- Click on the **Accounts** tab. Look in the second block for **Get mail from other accounts**:
- Click **Add a mail account you own**



- In the Email address space, enter your **full student.fitchburgstate.edu email address** as shown



- Click **Next Step**.
- Enter all of the email settings as shown here (using YOUR email Username, of course!)
- **Your Username is the full email address** (see circled item)
- Your password, unless you changed it is the last 6 digits of your student ID number
- POP Server is the GMAIL server **pop.gmail.com** and uses port **995** (you must change the port number)
- You must **check Always use a secure connection (SSL)**.
- If you would like to keep track of the mail that is being brought in, check Label incoming messages
- Click **Add Account**

Fitchburg State University Mail – Add a mail account you own

Add a mail account you own

Enter the mail settings for sherry@student.fsc.edu. [Learn more](#)

Email address: sherry@student.fsc.edu

Username: sherry@student.fsc.edu

Password:

POP Server: pop.gmail.com Port: 995

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: sherry@student.fsc.edu

Archive incoming messages (Skip the Inbox)

- Select **No**. After February, we will no longer own a student.fsc.edu domain!

Fitchburg State University Mail – Add a mail account you own

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 sherry@student.fsc.edu?

Yes, I want to be able to send mail as sherry@student.fsc.edu.

No (you can change this later)

- Click **Finish**.
- **Note:** Gmail will take several minutes to connect to and retrieve your mail.

 Search Mail Search the Web [Show search options](#)
[Create a filter](#)

- [Compose Mail](#)
- [Inbox \(129\)](#)
- [Starred](#) ☆
- [Sent Mail](#)
- [Drafts](#)
- [Follow up](#)
- [Misc](#)
- [Priority](#)
- [4 more](#) ▾
- [Contacts](#)
- [Tasks](#)
- Chat**
-
- Sherry Horeanopoul
Set status here ▾
- sah
- [Options](#) ▾ [Add contact](#)

Settings

[General](#) [Labels](#) **Accounts** [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) [Priority Inbox](#)

Send mail as: <small>(Use Fitchburg State University Mail to send from your other email addresses)</small> Learn more	Sherry Horeanopoulos <sherry@student.fitchburgstate.edu> edit info Add another email address you own
Get mail from other accounts: <small>(Download mail using POP3)</small> Learn more	sherry@student.fsc.edu Checking mail... edit info delete Add a mail account you own
Change account settings:	Google Account settings Change your password and security options, and access other Google services.

Get Fitchburg State University Mail on your phone. It's super-fast. Visit <http://mobile.google.com/> on your phone's web browser. [Learn more](#)

You are currently using 13 MB (0%) of your 7513 MB.

Last account activity: 10 minutes ago at this IP (74.10.161.4). [Details](#)

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