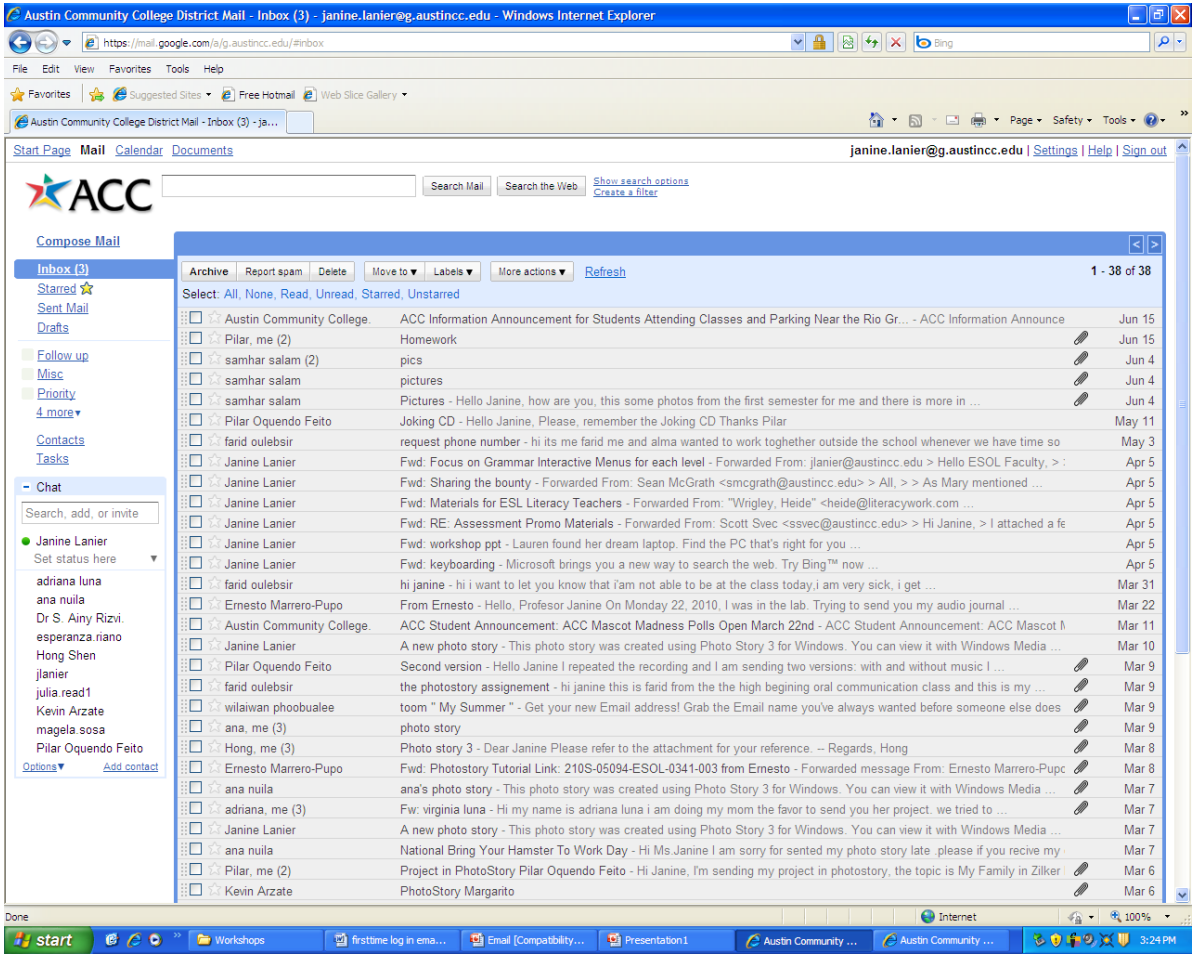
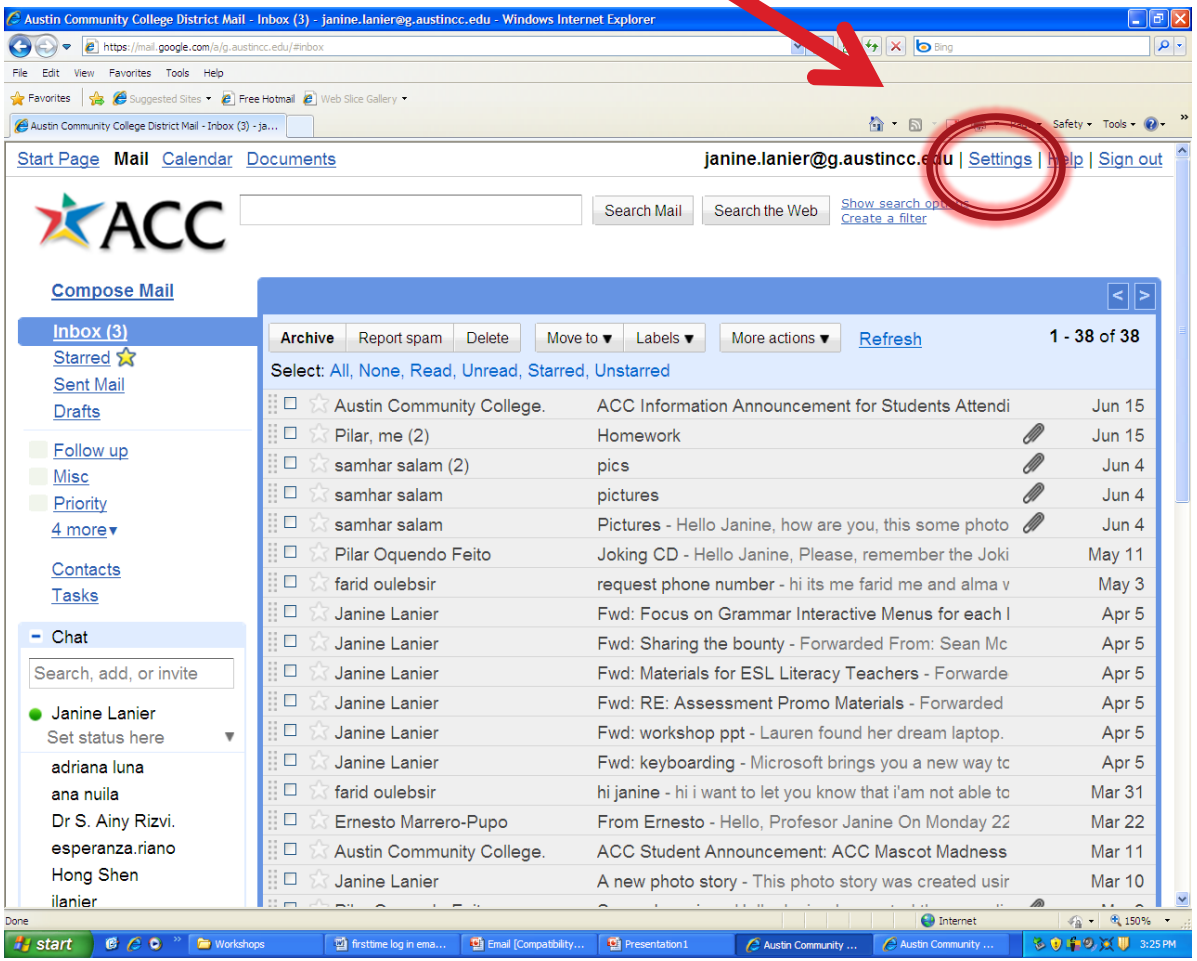
Forward your ACCmail to your personal email account

First, sign in to your ACCmail



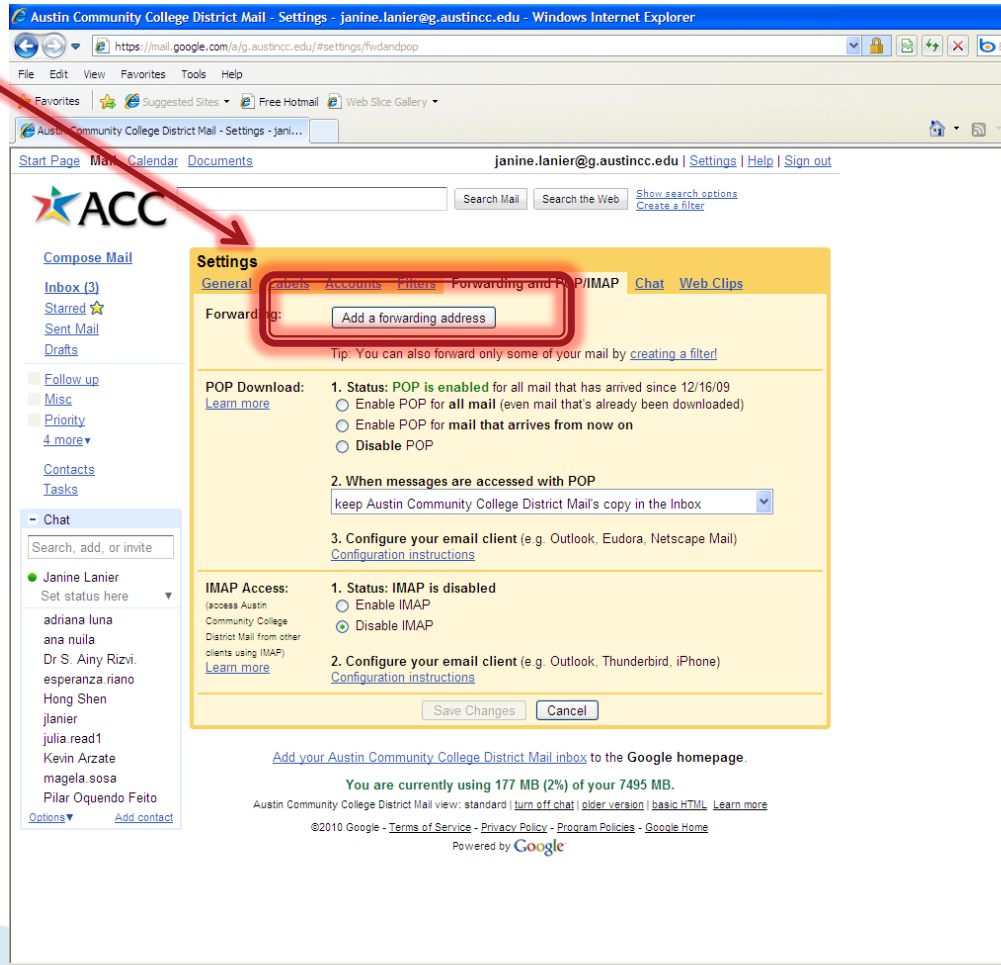
Click on Settings



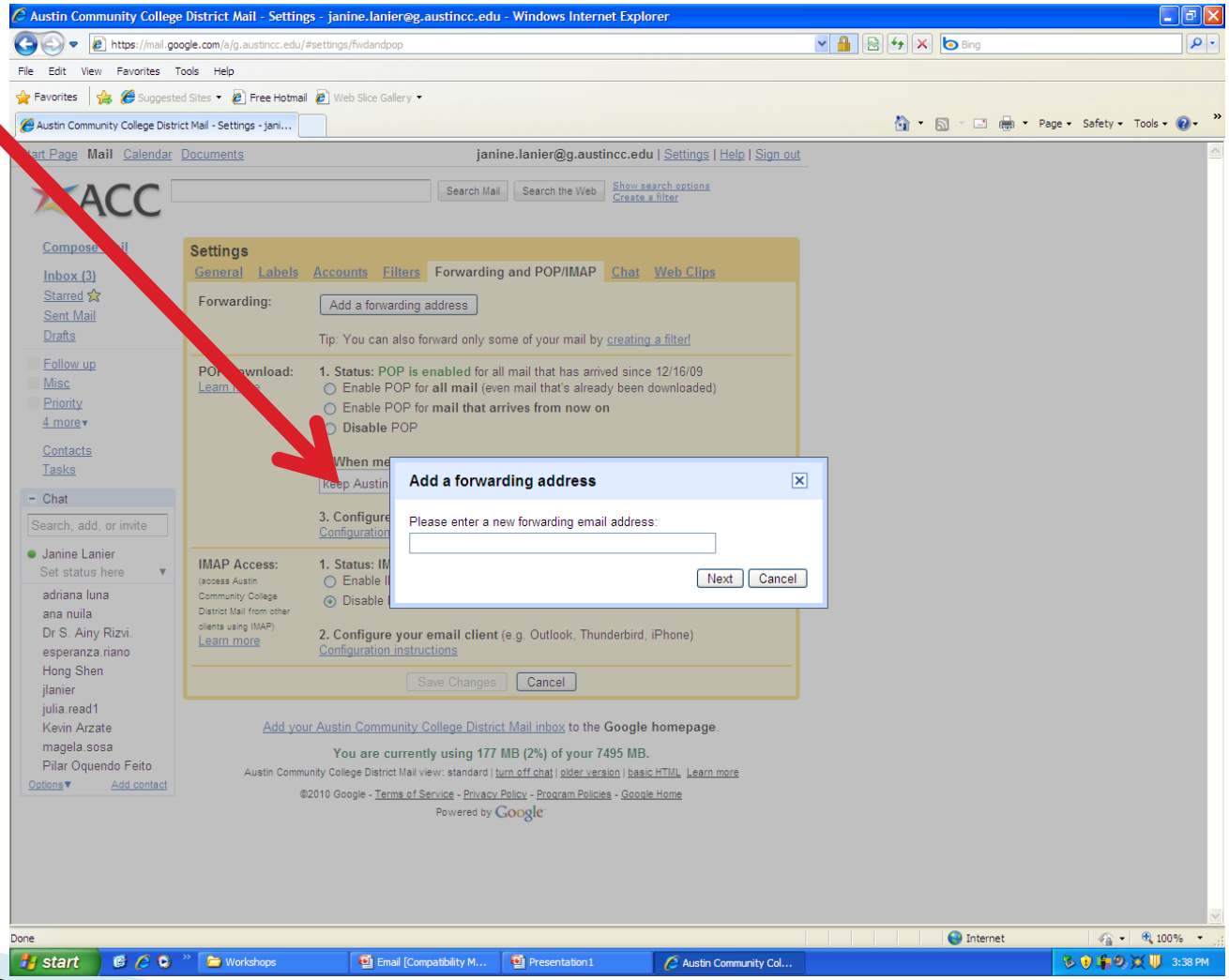
Click Here

On Forwarding and POP/IMAP

Click on
Add a forwarding address

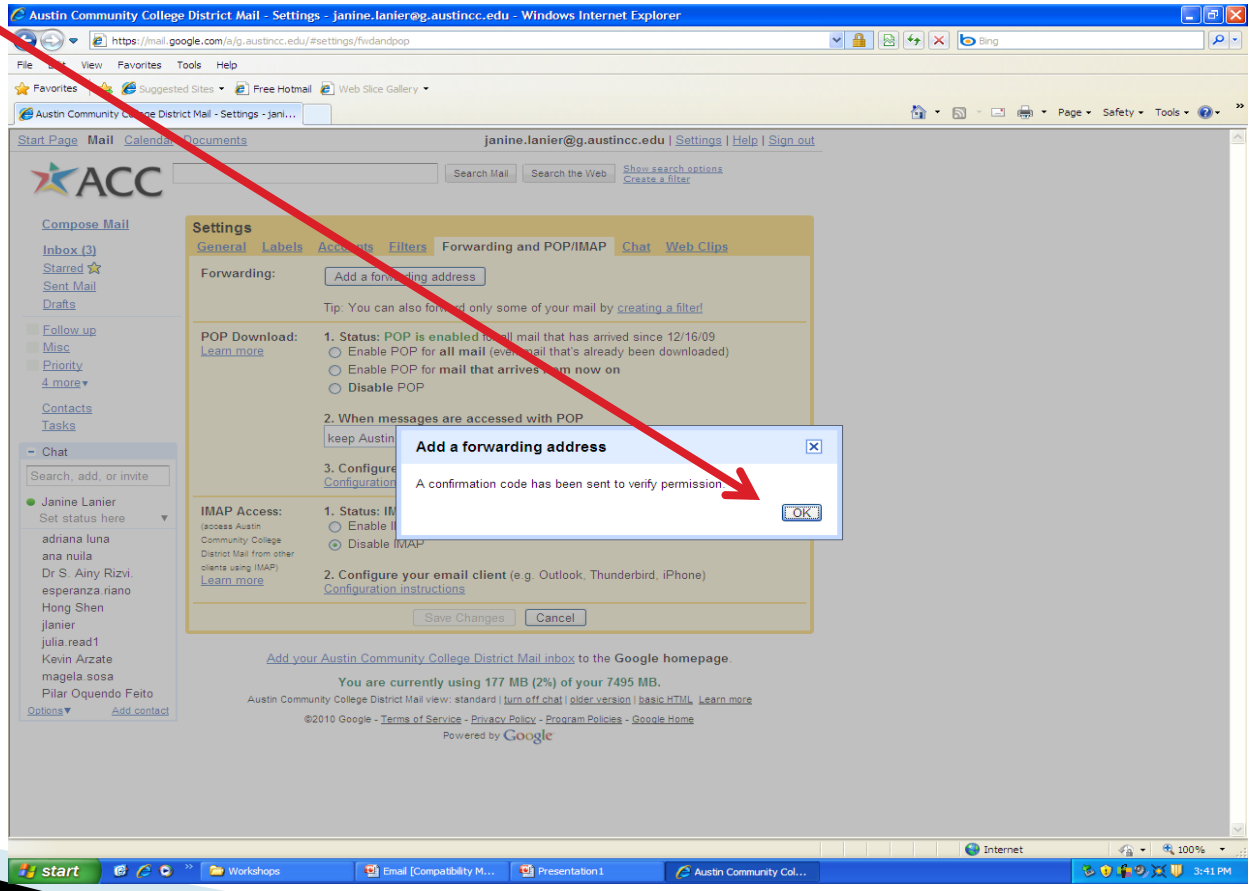


Type your personal email address in the pop up box and click Next



You will see a box that says,
"A confirmation has been sent to verify permission"

Click OK

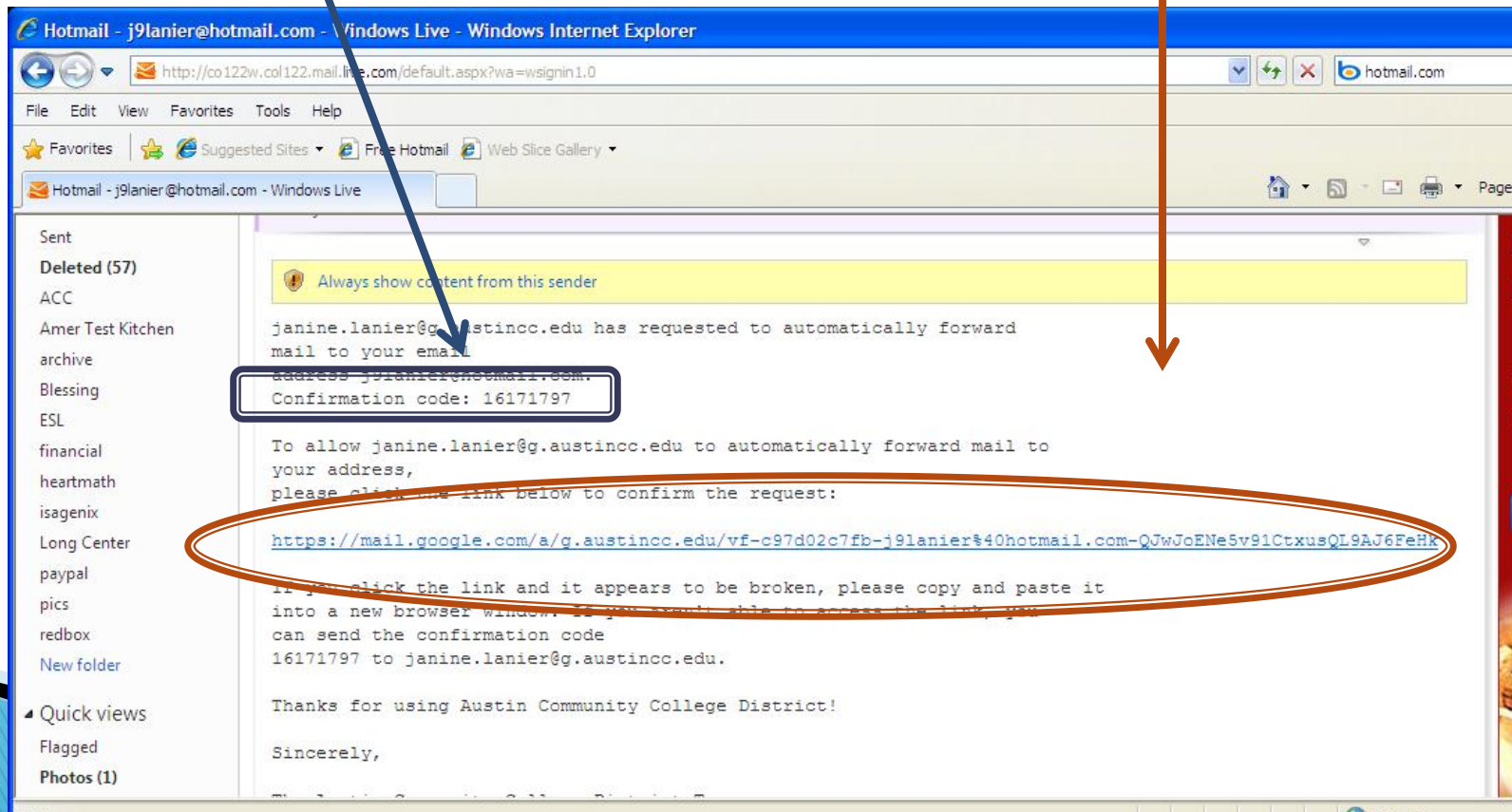


For the next step, you need to enter a confirmation code.
DO NOT CLOSE the ACCmail.

1) You must open a new internet window.
2) Sign in to your personal email account.
3) Open the email from Austin Community College.

After you open your personal email account to activate the transfer, there are two steps.

1. Click on the link that is provided in the email message.
2. Copy the confirmation code

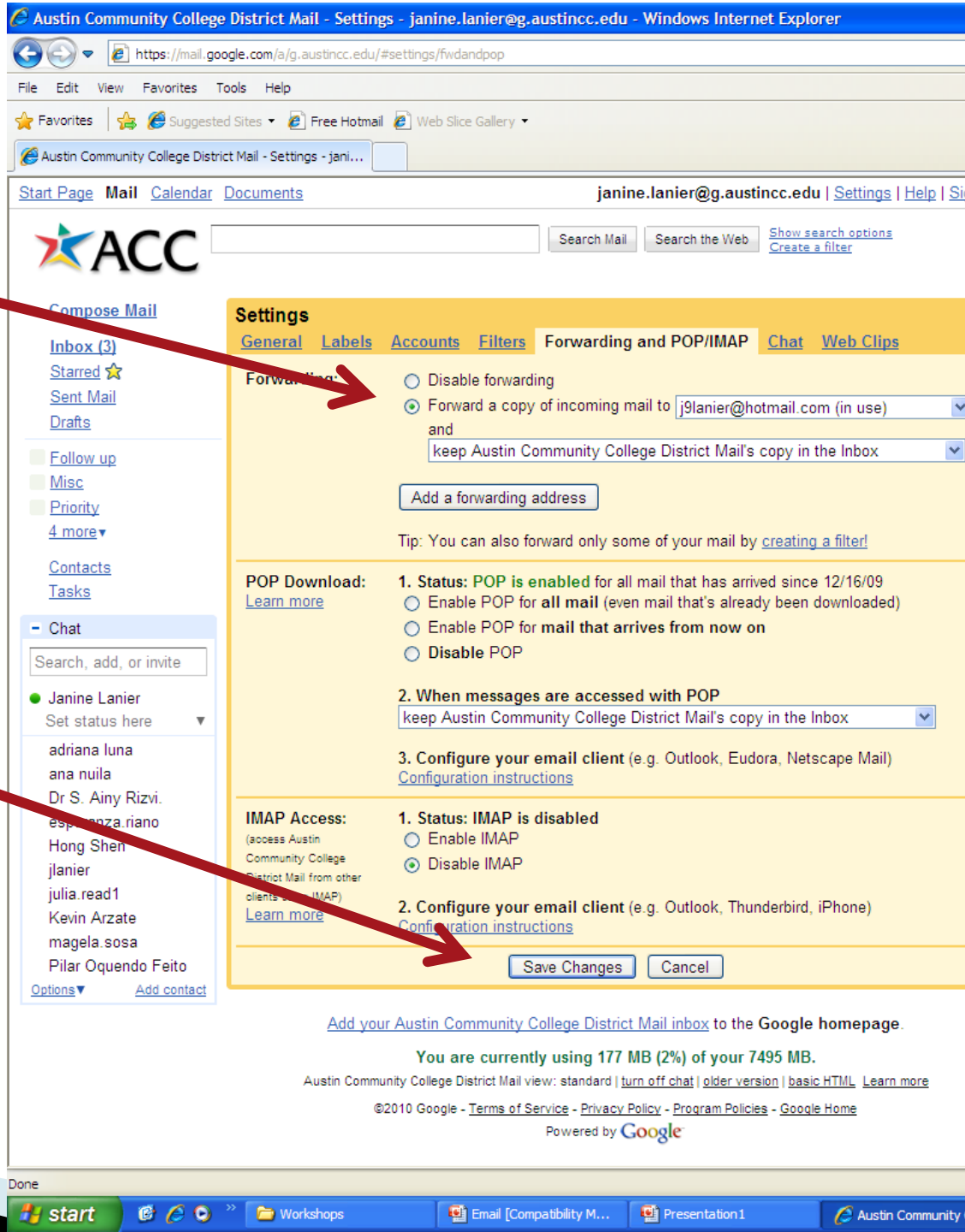


Austin Community College District Mail - Settings - janine.lanier@g.austincc.edu - Windows Internet Explorer
https://mail.google.com/a/g.austincc.edu/#settings/fwdandpop
Type in confirmation code and click Verify
Compose Mail
Inbox (3)
Starred
Sent Mail
Drafts
Follow up
Misc
Priority
4 more
Contacts
Tasks
Chat
Search, add, or invite
Janine Lanier
Set status here
adriana luna
ana nuila
Dr S. Ainy Rizvi.
Settings
General
Labels
Accounts
Filters
Forwarding and POP/IMAP
Chat
Web Clips
Forwarding:
Add a forwarding address
Verify
j9lanier@hotmail.com
confirmation code
Verify
Re-send email
Remov
POP Download:
Learn more
1. Status: POP is enabled for all mail that has arrived since 12/16/09
Enable POP for all mail (even mail that's already been downloaded)
Enable POP for mail that arrives from now on
Disable POP
2. When messages are accessed with POP
keep Austin Community College District Mail's copy in the Inbox
3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
Configuration instructions
IMAP Access:
(access Austin
1. Status: IMAP is disabled
Enable IMAP

Click on the button
In front of “Forward a copy of incoming mail to”

Then Click

Save Changes



Now you have forwarded your ACCmail.

To check to see if it is working, send yourself an email from your personal email account to:

yourfirstname.yourlastname@g.austincc.edu

If the forward is working properly, you should receive the test email in your personal email account.

Good luck!

If you have any problems with this process, you can call the help desk at 223-4636 or go to any ACC learning lab and request assistance from a computer technician.