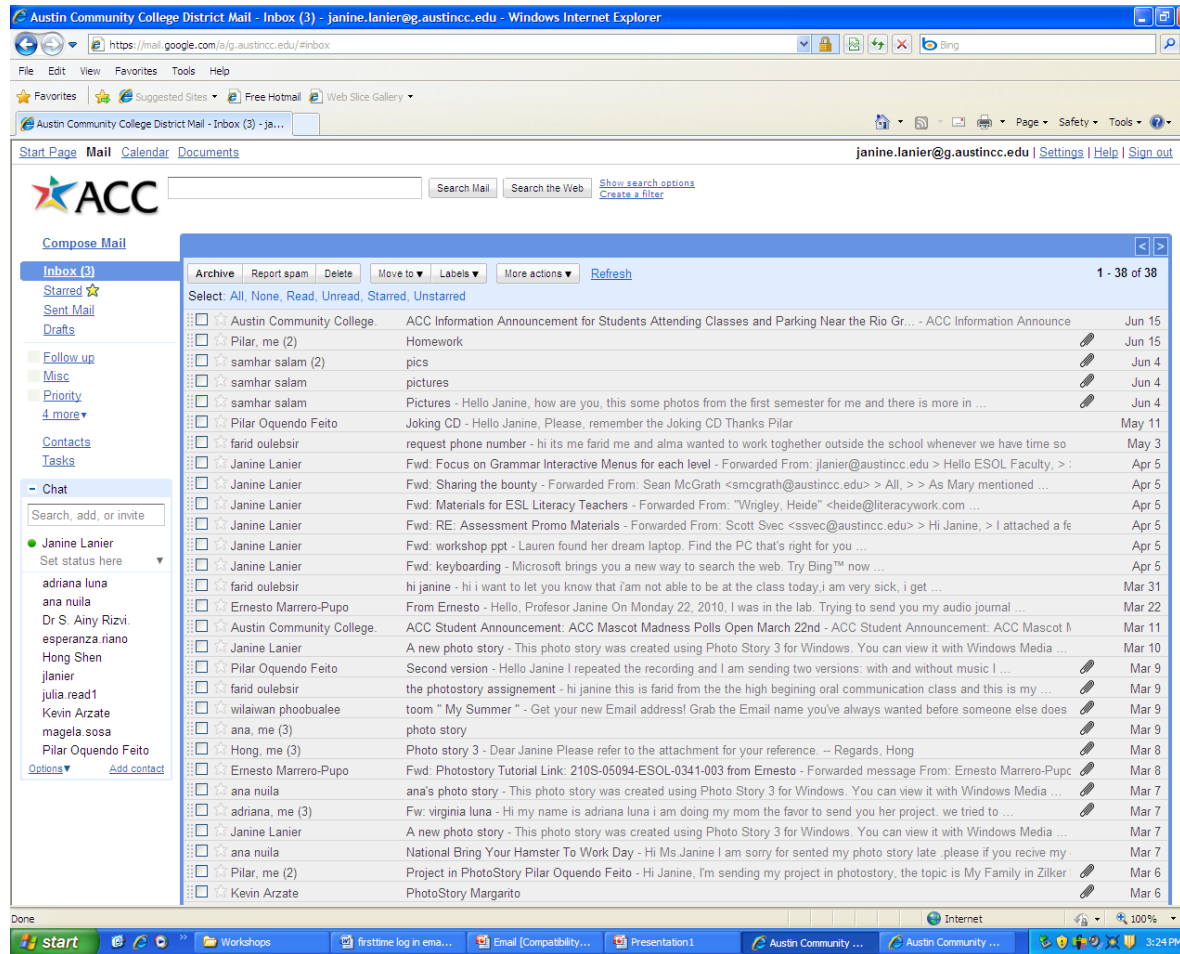


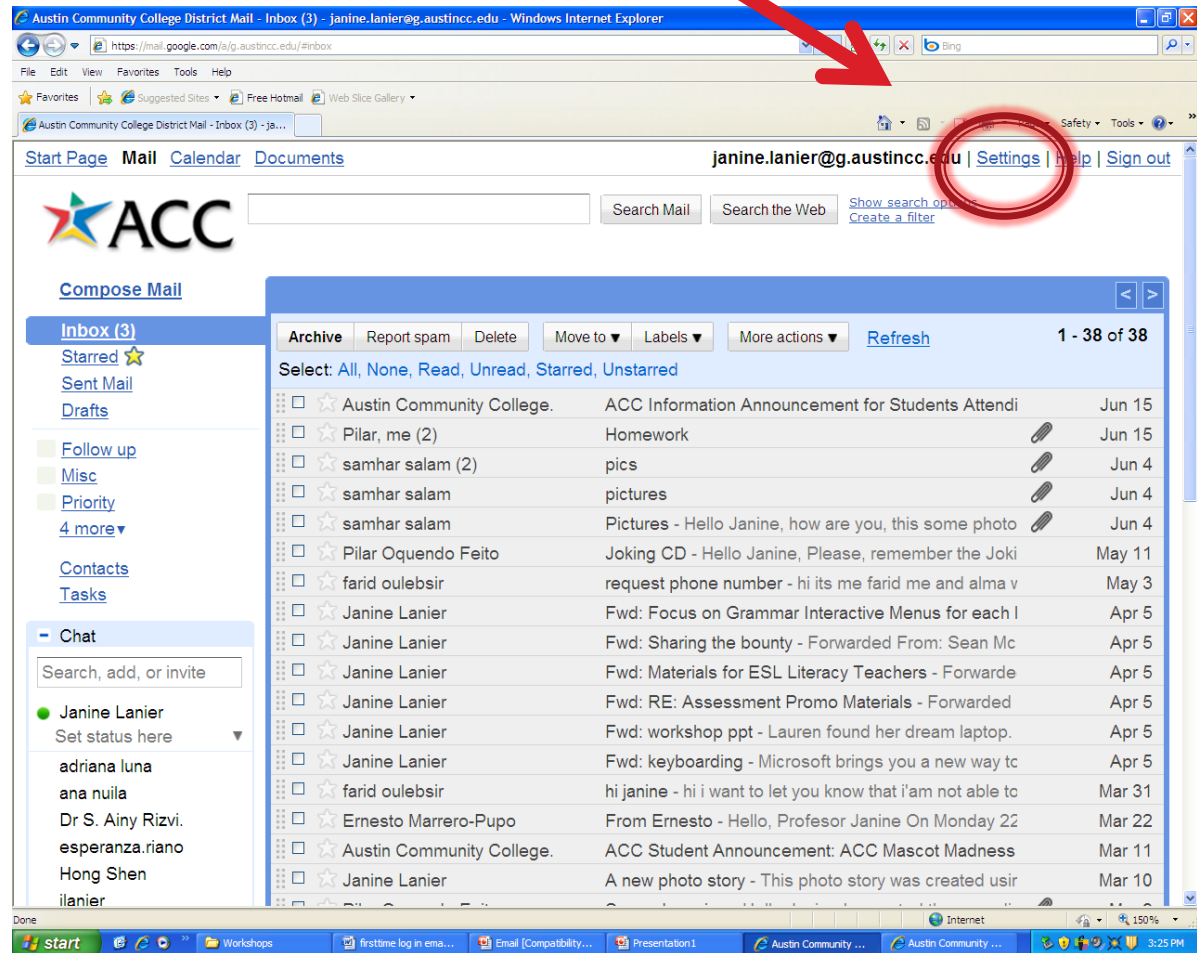


Forward your ACCmail to
your personal email account

First, sign in to your ACCmail



Click on Settings



The screenshot shows a Windows Internet Explorer browser window displaying an email inbox for 'Austin Community College District Mail'. The address bar shows the URL 'https://mail.google.com/a/g.austinncc.edu/#inbox'. The page title is 'Austin Community College District Mail - Inbox (3) - janine.lanier@g.austinncc.edu'. The navigation bar includes links for 'Start Page', 'Mail', 'Calendar', and 'Documents'. The user's email address 'janine.lanier@g.austinncc.edu' is displayed, along with links for 'Settings', 'Help', and 'Sign out'. The 'Settings' link is circled in red, and a red arrow points to it from the top left. Below the navigation bar is the ACC logo and search fields. The main content area shows an 'Inbox (3)' sidebar with various folders like 'Starred', 'Sent Mail', 'Drafts', 'Follow up', 'Misc', 'Priority', 'Contacts', and 'Tasks'. The main inbox list contains several email entries with columns for checkboxes, sender names, subject lines, and dates. The bottom of the window shows the Windows taskbar with the Start button and several open applications.

Click Here
On Forwarding and
POP/IMAP

janine.lanier@g.austincc.edu | [Settings](#) | [Help](#) | [Sign out](#)

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

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.
- esperanza.riano
- Hong Shen
- ilanier

Settings

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

Language: Austin Community College District Mail display language:
English (US) ▾ [Show all language options](#)

Maximum page size: Show 50 ▾ conversations per page

Keyboard shortcuts:
 Keyboard shortcuts off
 Keyboard shortcuts on
[Learn more](#)

External content:
 Always display external content (such as images) sent by trusted senders - [Learn more](#)
 Ask before displaying external content

Browser connection:
 Always use https
 Don't always use https (option disabled for your domain)
[Learn more](#)

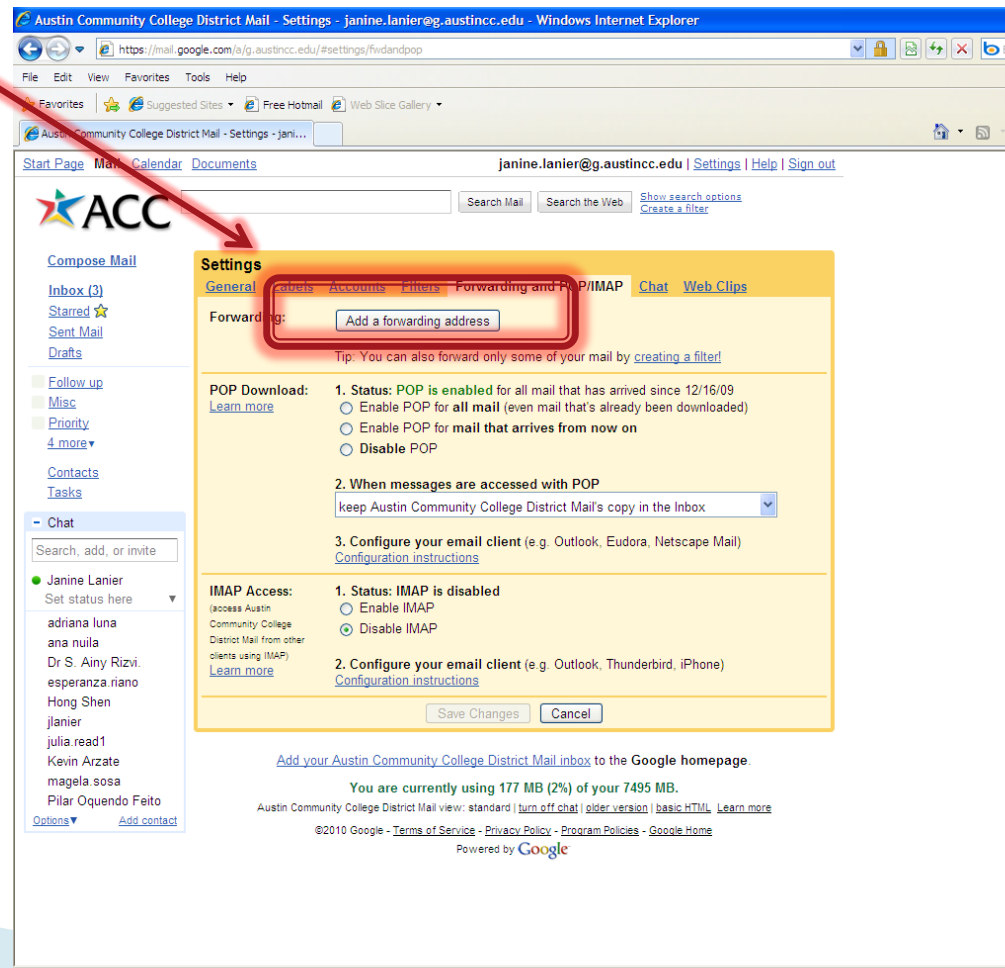
My picture: [Select a picture](#) that everyone will see when you email them.
[Learn more](#)

Contacts' pictures:
 Show all pictures
 Only show pictures that I've chosen for my contacts - Pictures your contacts select for themselves will not be displayed.

https://mail.google.com/a/g.austincc.edu/#settings

start | Workshops | Email [Compatibility M... | Presentation1 | Austin Community Col... | 3:29 PM

Click on Add a forwarding address



Austin Community College District Mail - Settings - janine.lanier@austinncc.edu - Windows Internet Explorer

https://mail.google.com/a/g.austinncc.edu/#settings/fwdandpop

File Edit View Favorites Tools Help

Start Page Mail Calendar Documents janine.lanier@austinncc.edu | Settings | Help | Sign out

ACC Search Mail Search the Web Show search options Create a filter

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.
esperanza riano
Hong Shen
jlanier
julia read1
Kevin Arzate
magela.sosa
Pilar Oquendo Feito
Options ▾ Add contact

Settings

General **Labels** Accounts Filters Forwarding and POP/IMAP Chat Web Clips

Forwarding:

Tip: You can also forward only some of your mail by [creating a filter!](#)

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:

1. Status: IMAP is disabled

Enable IMAP

Disable IMAP

2. Configure your email client (e.g. Outlook, Thunderbird, iPhone)

[Configuration instructions](#)

[Add your Austin Community College District Mail inbox to the Google homepage.](#)

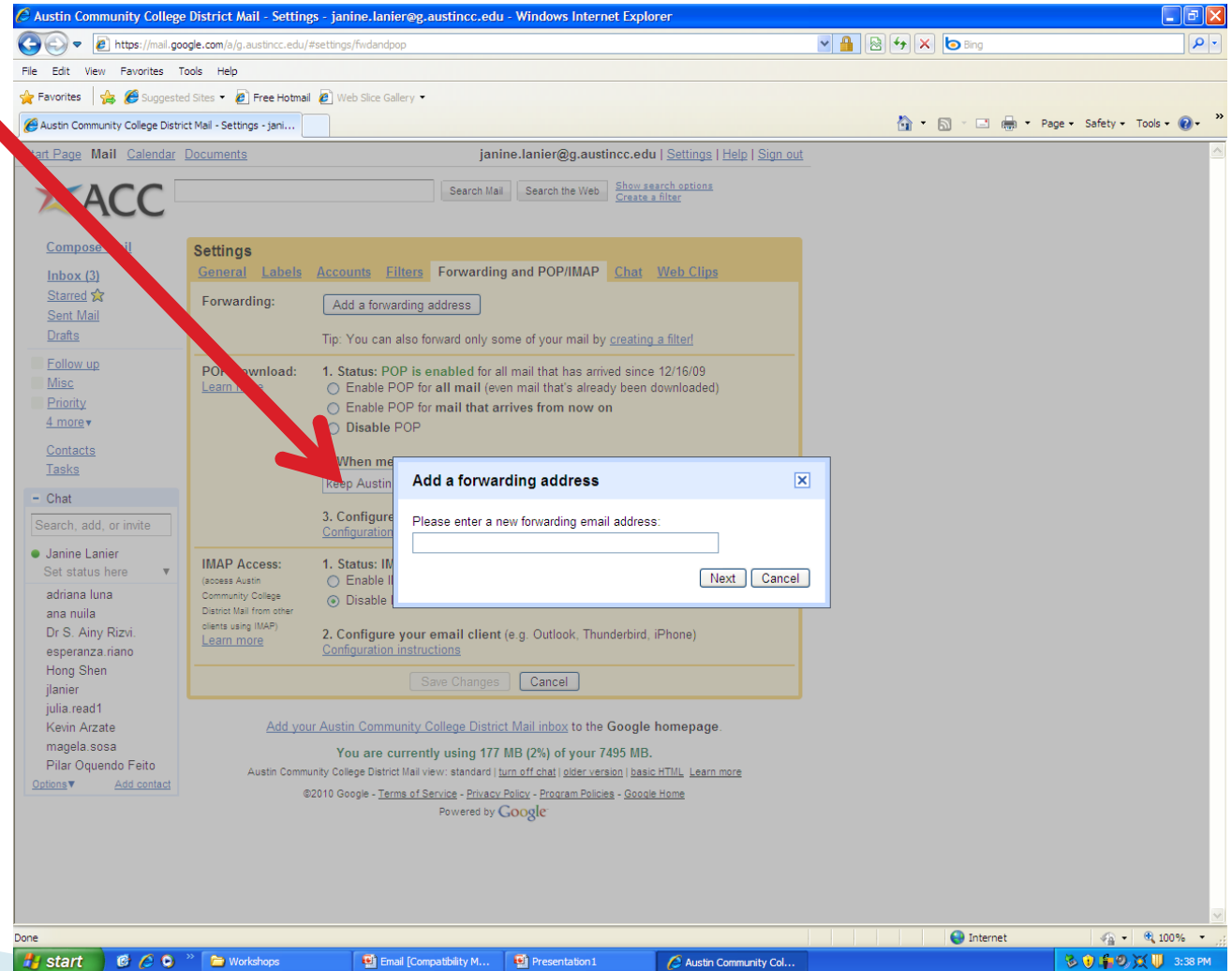
You are currently using 177 MB (2%) of your 7495 MB.

Austin Community College District Mail view: [standard](#) | [turn off chat](#) | [older version](#) | [basic HTML](#) | [Learn more](#)

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Powered by **Google**

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



The screenshot shows a web browser window displaying the settings for an Austin Community College District Mail account. The browser's address bar shows the URL <https://mail.google.com/a/g.austinctcc.edu/#settings/fwdandpop>. The page title is "Austin Community College District Mail - Settings - janine.lanier@g.austinctcc.edu - Windows Internet Explorer".

The main content area is titled "Settings" and has several tabs: "General", "Labels", "Accounts", "Filters", "Forwarding and POP/IMAP", "Chat", and "Web Clips". The "Forwarding and POP/IMAP" tab is active. Under the "Forwarding:" section, there is a button labeled "Add a forwarding address". A red arrow points from the text above to this button. Below this button is a tip: "Tip: You can also forward only some of your mail by [creating a filter](#)".

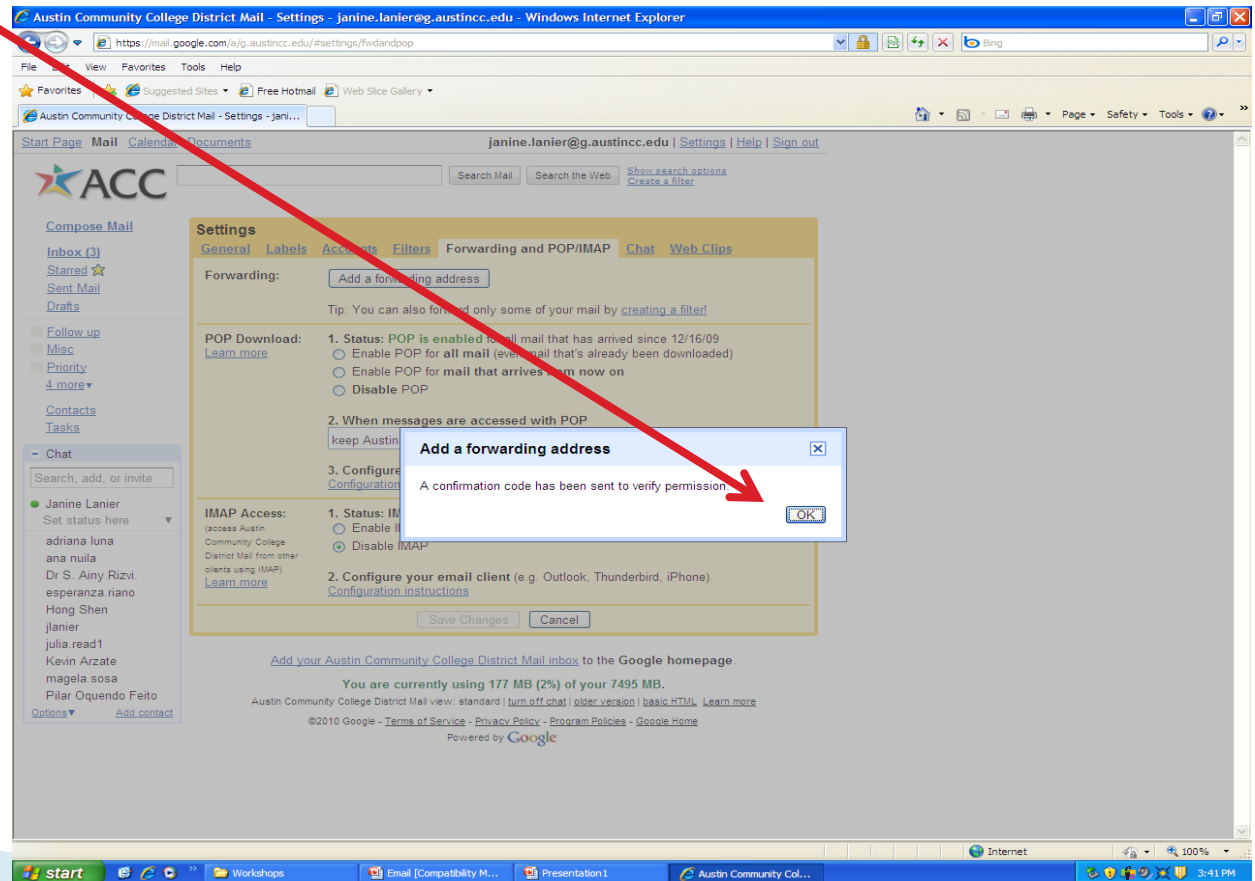
The "POP download:" section has three radio button options: "Enable POP for all mail (even mail that's already been downloaded)", "Enable POP for mail that arrives from now on", and "Disable POP". The "IMAP Access:" section has two radio button options: "Enable IMAP" and "Disable IMAP".

A pop-up dialog box titled "Add a forwarding address" is open in the foreground. It contains the text "Please enter a new forwarding email address:" followed by an empty text input field. At the bottom of the dialog are two buttons: "Next" and "Cancel". A red arrow points from the "Add a forwarding address" button in the settings page to the "Next" button in the pop-up dialog.

At the bottom of the settings page, there is a "Save Changes" button and a "Cancel" button. Below the settings area, there is a link: "Add your Austin Community College District Mail inbox to the Google homepage." and a status message: "You are currently using 177 MB (2%) of your 7495 MB." The footer includes copyright information: "©2010 Google - [Terms of Service](#) - [Privacy Policy](#) - [Program Policies](#) - [Google Home](#)" and "Powered by Google".

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

Click OK



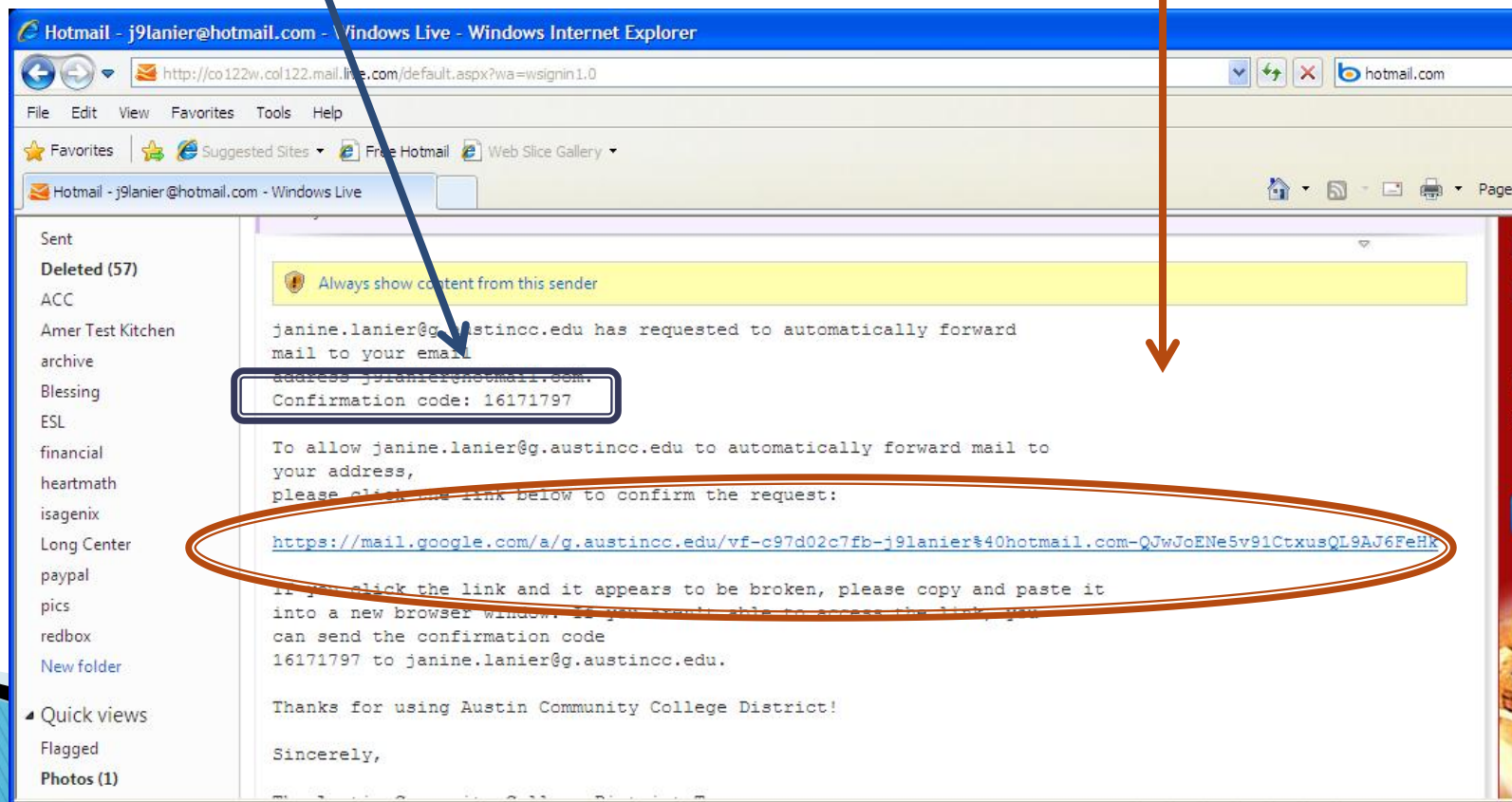
The screenshot shows a Windows Internet Explorer browser window displaying the Gmail settings page for the account janine.lanier@g.austincc.edu. The page is titled "Austin Community College District Mail - Settings - janine.lanier@g.austincc.edu". The "Forwarding and POP/IMAP" tab is selected. A red arrow points from the text "Click OK" to a small dialog box that has appeared. The dialog box has a title bar that says "Add a forwarding address" and contains the text "A confirmation code has been sent to verify permission" and an "OK" button. The background settings page shows options for POP Download, IMAP Access, and Forwarding. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 3:41 PM.

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



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:

Verify

j9lanier@hotmail.com

[Re-send email](#) [Remove](#)

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

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)

[Configuration instructions](#)

IMAP Access:

(access Austin
Community College

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

https://mail.google.com/a/g.austincc.edu/#settings/fwdandpop

File Edit View Favorites Tools Help

★ Favorites | ★ Suggested Sites | Free Hotmail | Web Slice Gallery

Austin Community College District Mail - Settings - jani...

Start Page Mail Calendar Documents janine.lanier@g.austincc.edu | Settings | Help | Sign out

ACC Search Mail Search the Web Show search options Create a filter

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.
- espenza.riano
- Hong Shen
- jlanier
- julia.read1
- Kevin Arzate
- magela.sosa
- Pilar Oquendo Feito

Options ▾ Add contact

Settings

General Labels Accounts Filters Forwarding and POP/IMAP Chat Web Clips

Forwarding:

- Disable forwarding
- Forward a copy of incoming mail to and

Add a forwarding address

Tip: You can also forward only some of your mail by [creating a filter!](#)

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
3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail) [Configuration instructions](#)

IMAP Access: [Learn more](#)

1. Status: IMAP is disabled
 - Enable IMAP
 - Disable IMAP
2. Configure your email client (e.g. Outlook, Thunderbird, iPhone) [Configuration instructions](#)

Save Changes Cancel

Add your Austin Community College District Mail inbox to the Google homepage.

You are currently using 177 MB (2%) of your 7495 MB.

Austin Community College District Mail view: standard | turn off chat | older version | basic HTML [Learn more](#)

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Powered by Google

Done

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.

