ITS Resource Center Home

Moving Your HillConnect Mail to Another Account

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M-F 8 a.m. - 4 p.m.
Sa-Su Closed

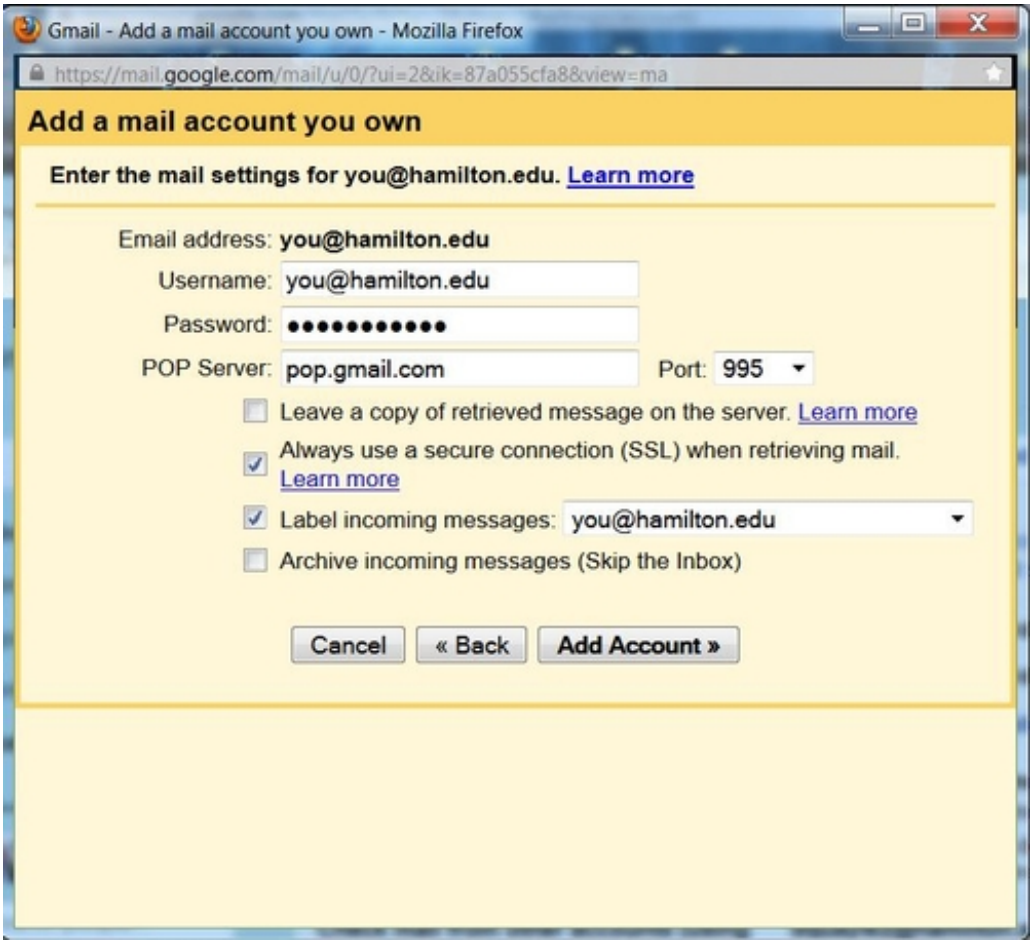
This document describes how to move your HillConnect mail into another account. Detailed instructions are provided for moving it into a commercial Gmail account.

Moving your Hamilton mail to a Commercial Gmail Account

These instructions assume you have already established an account with Google (gmail.com).

1. In your HillConnect account, click on the gear icon in the upper right corner of your screen next to your e-mail address. From the menu that appears, select **Settings**.

2. In the Settings screen, click on the link labeled **Forwarding and POP/IMAP**.
3. Even though your settings may already indicate that "POP is enabled for all mail….", go ahead and click in the dot next to "*Enable POP for all mail (even mail that's already been downloaded*". Then click on the **Save Changes** button at the bottom of the Settings page.
4. Next, click on the "More" link at the bottom of your list of mail folders (labels). You should see one listed called "All Mail". Click to open the All Mail folder. At the top right, you'll see the total number of messages the All Mail folder contains. Write this down. This is the number of messages you will be transferring to your Gmail.com account.
5. Log in to your commercial Gmail account (http://gmail.google.com). **NOTE**: If you have not previously configured your Hamilton account to allow multiple account logins, you will have to log out of your Hamilton account before logging in to your commercial (.com) Gmail account.
6. Once you are in your commercial account, click on the gear icon and select **Settings**.
7. Click on the link labeled **Accounts**.
8. Go to the section labeled **Check mail from other accounts (using POP3)** and click on **Add a POP3 account that you own**.
9. Enter your full HillConnect account address (e.g. you@hamilton.edu) and click on **Continue**.
10. Enter your HillConnect password and click on **Continue**.
11. In the next screen enter your password again as prompted.
12. For the next 6 steps, please refer to the image below:



11. Change the Username to include **@hamilton.edu** (e.g. you@hamilton.edu)
12. In the POP Server space, click on the down arrow and select **Other**. Fill in the blank space with **pop.gmail.com**.
13. Change the port to **995**
14. Click in the box next to "Always use a secure connection (SSL) when retrieving mail."
15. As an option, you can also check the box next to "Label incoming messages as: " In the space provided, where your Hamilton address appears, you can either keep it as shown or you can change it to something else, like "Hamilton Mail". If you do not check this box, all of your Hamilton mail will get pulled into the INBOX of your gmail.com account.
16. Click on **Add Account**
17. Next, you have the option to allow your Gmail.com account to send mail as if it is coming from your Hamilton account (e.g. you@hamilton.edu - where "you" is your user ID). If you select this option, be advised that it may stop working after your Hamilton account is deactivated. If you select this option, follow the prompts on the next few screens to set it up.
    1. If you elect NOT to allow gmail to send mail as "you@hamilton.edu", then click on **Finish**. Otherwise, click throught the steps presented for "send mail as" and this will complete the proecess.

19. Next, return to **Settings** in your Gmail.com account and click again on **Accounts**, you should see the status of your mail transfer.

NOTE: Depending on how much mail you are attempting to transfer, this process can take DAYS. Google gives it a very low priority but it does take place. If you told Gmail to "label incoming messages as "you@hamilton.edu", you should find a folder/label in your Gmail.com account by that name. If the number of messages found with that label (e.g. you@hamilton.edu) in your Gmail.com account matches the number of messages in your “All

Mail" folder/label in your HillConnect account, then it is done!!

When the transfer has finished you should do the following:

1. Log in to your *Hamilton* HillConnect account and set it up to forward your mail to your Gmail.com account. You can do this by going to the gear icon and again select **Mail Settings**. Click on **Forwarding & POP/IMAP**, fill in the address for your Gmail.com account and click **Save Changes**.
2. Next, log in to your *Gmail.com* account. Click on the gear icon, select **Settings** and then select **Accounts.**
3. In the middle of the section, where it is labeled **Check mail from other accounts (using POP3)**, you'll see a link labeled "delete" to the far right where your Hamilton account is listed. As long as you are certain all your mail has successfully transferred to your Gmail.com account, click on the "delete" link. Doing so will break the tie between your two accounts. From here on, new mail addressed to your Hamilton account will automatically arrive in your gmail.com account until your Hamilton account has been deactivated.

Last Updated: June 3, 2013

Comments

This is great! Thanks
Posted on July 30, 2013 by Robert Hawkins