Once your SUNY Orange Gmail account is created, all email sent to you will be directed to this new Gmail account accessible through http://mail.sunyorange.edu. Although you will still be able to sign in for a limited time, no new email will be received into your PORTAL account.

If you have saved email in your PORTAL INBOX and wish to move them into your new SUNY Orange Gmail account. You can do this by following the instructions below.

Performing these steps will ensure email delivery to your new account from users who are not yet migrated to SUNY Orange Gmail.
Browse to http://mail.sunyorange.edu and log into your new SUNY Orange Gmail Account.

Username: johndoe (firstname.lastname)
Password: 122574 (Birthdate: MMDDYY)

You will see this account setup screen:

Type in the “CAPTCHA” and click on the “I accept. Create my Account”. (A CAPTCHA is an image of distorted text that you must retype before you are allowed to access certain web pages or forms. If you have trouble reading the CAPTCHA, click on it to get a new one.)

You will then be directed to the Inbox of your Gmail account.

At the top right you will see the Settings link, click this link.

Click on the Accounts Tab.

In the “Get mail from other accounts:” section, click Add another mail account.
A window will pop up; enter your email address.

IMPORTANT NOTE:
If you are a student enter your email address as "ae@ocs.sunyorange.edu" and Click Next Step.

Next, fill in your portal password, POP server information, Port 995, and make sure the Always use a secure connection (SSL) when retrieving mail is checked.

Click Add Account.

Click on your Gmail Inbox and Refresh to see the emails from your portal INBOX “pop” in.

NOTE:
Only email saved in your Portal Inbox will automatically move into Gmail. You log into your portal account and move messages saved in other folders to the portal inbox if you wish them to “pop” over too.