Adjunct and Student Gmail Migration
How to POP OCS inbox messages into Gmail
Target Audience: Users

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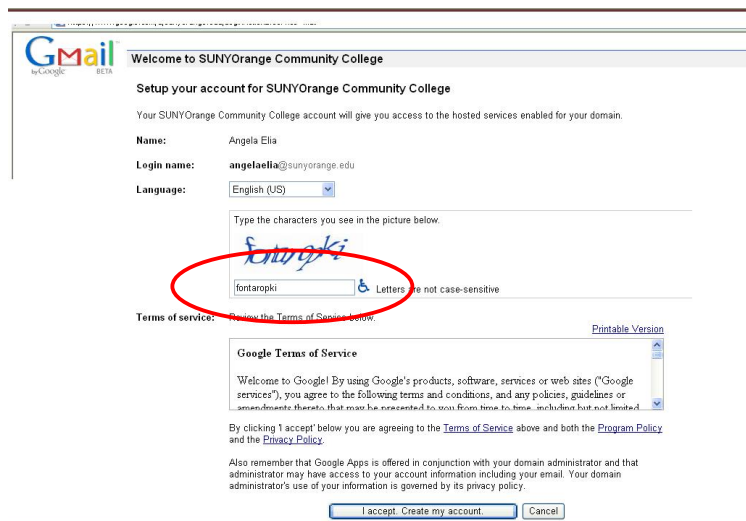
If you have saved email in your PORTAL INBOX and wish to **move** them into your new SUNY Orange Gmail account. You can do this by following the instructions below.

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   (firstnamelastname)
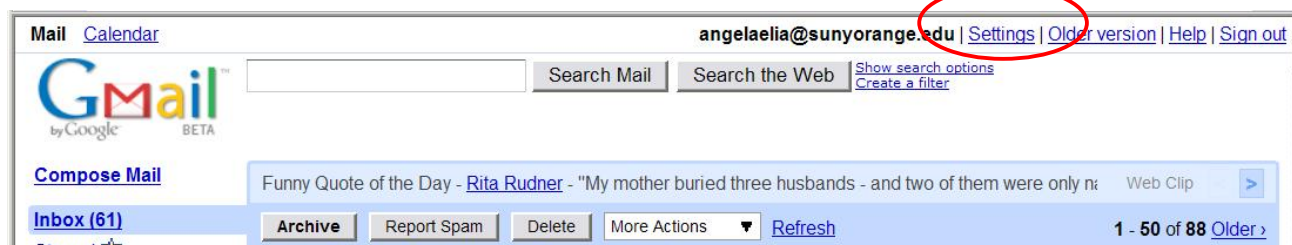Password: 122574   (Birthdate: MMDDYY)
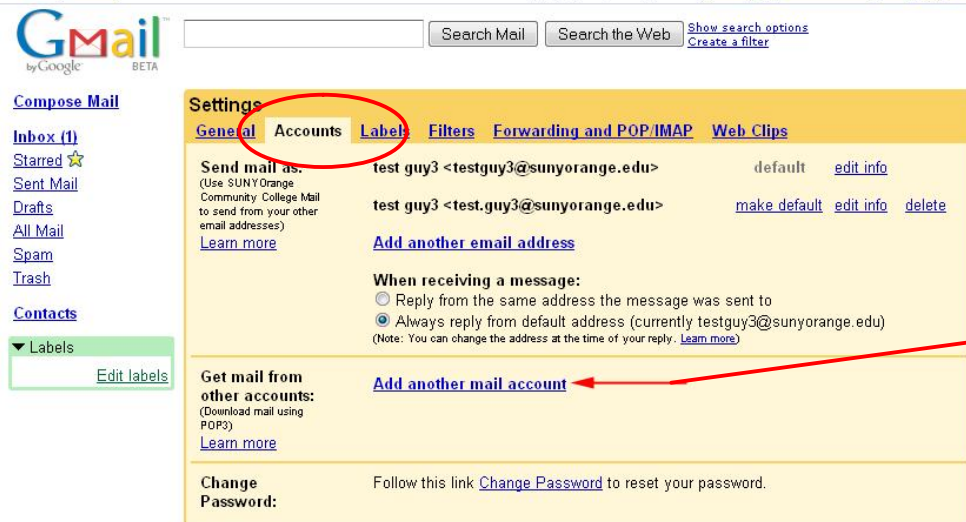
You will see this account setup screen:

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.**

Add another email address

Enter information for another email address.
(your name and email address will be shown on mail you send)

Name: Angela Elia

Email address: angela.elia@sunyorange.edu

Specify a different "reply-to" address (optional)

Cancel   Next Step ›

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**.

Add a mail account

Enter the mail settings for garrett.dockery2@sunyorange.edu. Learn more

Email address: **angela.elia@sunyorange.edu**

Username: angela.elia@sunyorange.edu

Password: ************

POP Server: ocs.sunyorange.edu   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:
angela.elia@sunyorange.edu ▼

☐ Archive incoming messages (Skip the Inbox)

Cancel   « Back   Add Account ›

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.