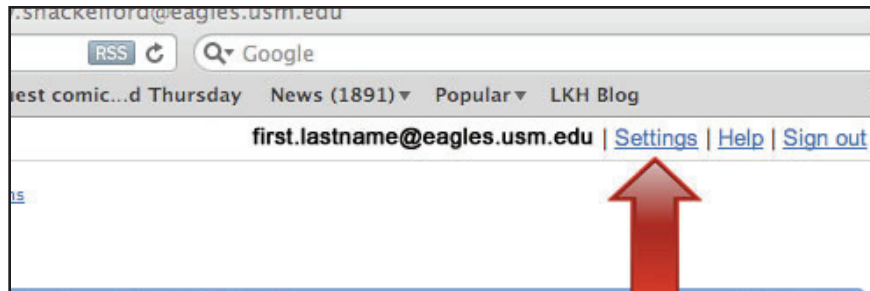


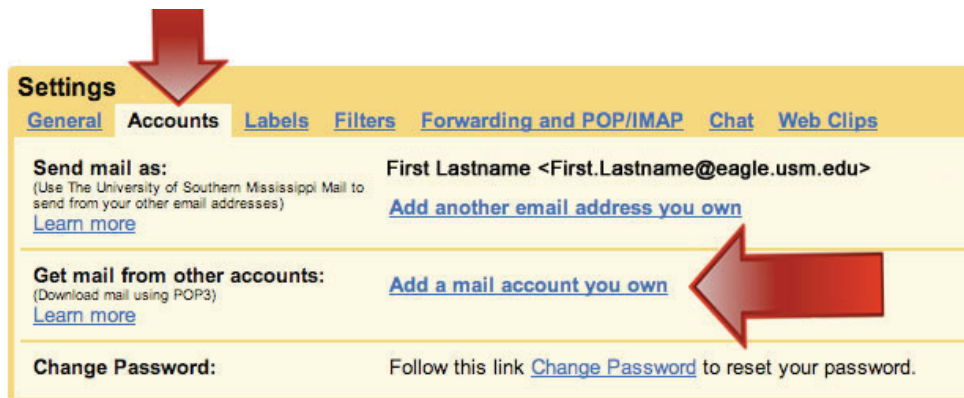
# How to POP your old e-mail to Gmail

Please note that POP only moves e-mail from your inbox. Any e-mail in folders will need to be moved to the inbox in order for it to transfer.

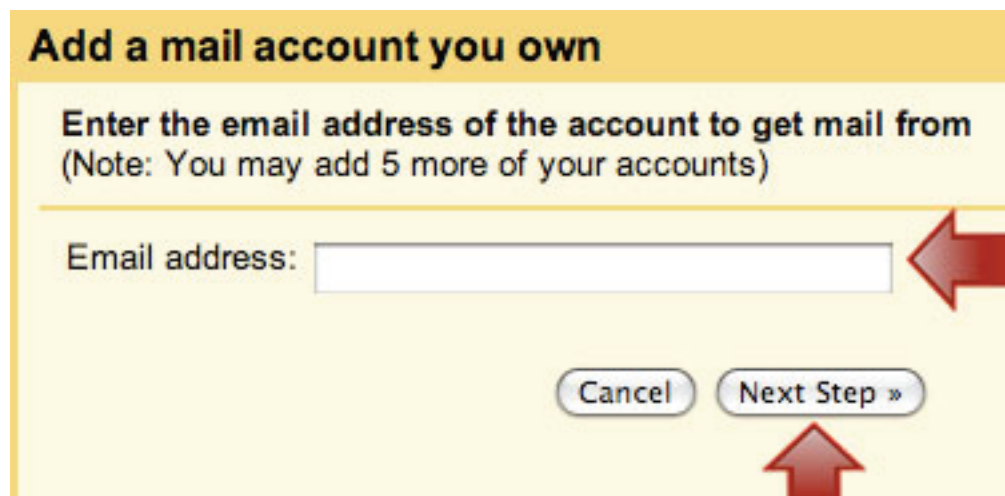
1. Once you are logged into your “@eagles.usm.edu” e-mail account you will need to click on the “Settings” button in the upper right corner of the page near the sign out button.



2. This will bring you to page with several different options on it. Click on the Accounts tab across the top, and then click on the “Add a mail account you own” link.



3. Add the e-mail address of the account you wish to POP from. This would be your old “@usm.edu” e-mail address that Gmail is replacing. Click “next step” to continue.




4. First, enter the user name “w(studentID)” followed by the password you used to log into SOAR. The POP Server name will be “mail.usm.edu.” Then, make sure the “Always use a secure connection (SSL)...” box is checked. Click “Add Account” to continue.

**Add a mail account you own**

Enter the mail settings for first.lastname@usm.edu. [Learn more](#)


Email address: first.lastname@usm.edu

Username:  

Password:


POP Server:  Port:

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:

Archive incoming messages (Skip the Inbox)





5. Choose no and click finish when you are done. The “Get Mail from other Accounts” field will have your “@usm.edu” address listed.

**Your mail account has been added.**

You can now retrieve mail from this account.  
Would you also like to be able to send mail as first.lastname@usm.edu?

Yes, I want to be able to send mail as first.lastname@usm.edu.

No (you can change this later) 



6. After a few minutes all of the mail on your old account will appear on your new @eagles.usm.edu Gmail account.

send from your other email addresses) [Learn more](#) [Add another email address you own](#)

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**Get mail from other accounts:** **first.lastname@usm.edu**  
(Download mail using POP3) Last checked: 1 minute ago. No mails fetched. [View history](#) [Check mail now](#)  
[Learn more](#) [Add a mail account you own](#)

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**Change Password:** Follow this link [Change Password](#) to reset your password.

7. After all of the old e-mail has been moved to your “@eagles.usm.edu” account, you will need to remove the POP settings. To do so choose “Delete” and when prompted choose okay to confirm the removal of the account.

ame@usm.edu [edit info](#) [delete](#)  
ced: 55 minutes ago. [View history](#) [Check mail now](#)

[il account you own](#)

The page at https://mail.google.com says:  
Are you sure you want to delete this mail account?