

# Transitioning Your Jefferson Student Email to Your Personal Email Account



**Jefferson**

Thomas Jefferson University

HOME OF SIDNEY KIMMEL MEDICAL COLLEGE

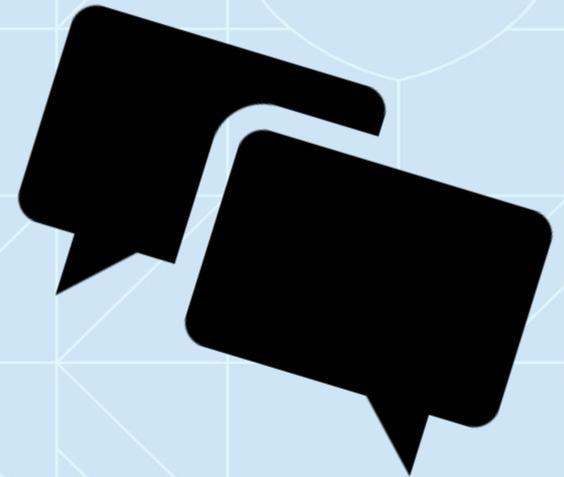
# Check emails from other accounts

<https://support.google.com/mail/answer/21289>

If you have multiple email accounts, you can check them in Gmail.

Learn how to add another email account to the Gmail app.

Important: If your other email account doesn't support secure connections, you won't be able to connect.



# Get all Messages

You can import both old and new messages from another email account.  
Note: You can only move messages, not folders or labels from your other account.

## ***Step 1: Change the settings in your other account***

Yahoo, Outlook, or other email service

Make sure your other account has POP access. Then, change your Gmail settings.

## **Another Gmail account**

1. On your computer, sign in to the Gmail account you want to import from.
2. In the top right, click Settings  > See all settings.
3. Click the Forwarding and POP/IMAP tab.
4. In the "POP Download" section, select Enable POP for all mail.
5. Recommended: Next to "When messages are accessed with POP," select keep Gmail's copy in the inbox.
6. At the bottom, click Save Changes.

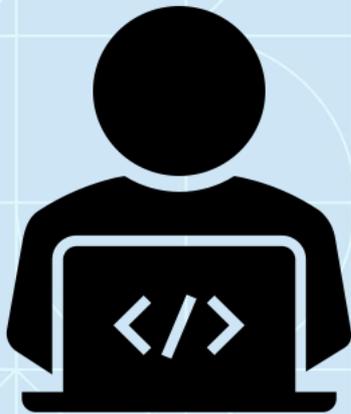
# Get all Messages

## ***Step 2: Enable Less Secure Apps***

1. On your computer, sign in to the Gmail account you want to import to.
2. In the top right, click Settings  > See all settings.
3. Click the Accounts tab and under Change Account settings select Google Account settings.
4. Select Security along the Left hand side
5. Scroll down and under Less secure app access click on Turn on access (you'll be prompted to enter your password at this point for verification)
6. Click on the toggle to turn on access
7. You can now close this screen



# Get all Messages



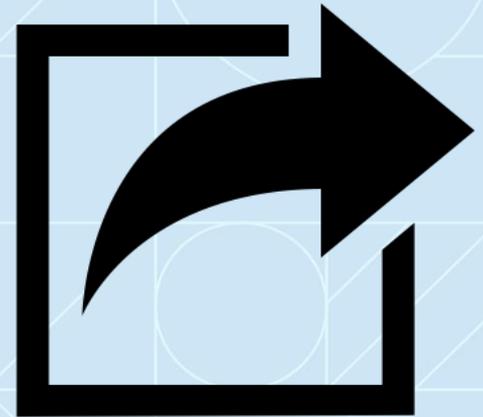
## *Step 3: Change your Personal Gmail settings*

1. On your computer, sign in to the Gmail account you want to import to.
2. In the top right, click Settings ⚙️ > See all settings.
3. Click the Accounts and import tab.
4. On your computer, sign in to the Gmail account you want to import to.
5. In the top right, click Settings ⚙️ > See all settings.
6. Click the Accounts and import tab.
7. In the "Check mail from other accounts" section, click Add a mail account.
8. Type the email address of the other account, then click Next.
9. Make a selection and click Next.

# Get all Messages

## *Step 3: Change your Personal Gmail settings (Cont'd)*

10. Username should be your Full Email address
11. Type your password.
12. Under POP Server change it to pop.gmail.com
13. In the Port: box change it from 110 to 995
14. Recommended: Check the boxes next to the options below:
15. "Always use a secure connection (SSL) when retrieving mail"
16. "Label incoming messages"
17. Leave the other boxes unchecked.
18. Click Add Account.
19. Please note it will take some time for the messages to import into your account depending on how much e-mail is in the Alumni account



# Troubleshooting Options

## **"Server denied POP3 access"**

1. If you use 2-Step Verification: Enter a new app password.
2. If you're using a work or school account: In the "POP Server" section, enter mail.domain.com, then select Port 110.
3. If you use Google MX records with your work or school account: In the "POP Server" section, enter pop.gmail.com, then select Port 995.
4. If you still can't sign in, try turning on access to less secure apps.

You might also need to turn off your security code or distorted text.  
For other errors, learn how to troubleshoot problems with Mail Fletcher.

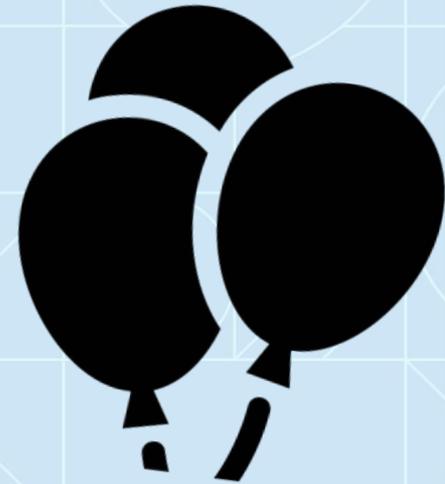


# Troubleshooting Options

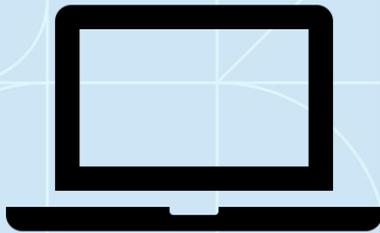
## **I'm getting a different error**

1. Click Show error details, then follow these tips:
2. If POP is disabled, go to the settings page of your other email account and look for a way to enable POP.
3. If POP is unavailable, your email provider might not support POP. Instead, follow the steps below to import old messages, then auto-forward new ones.

For other errors, learn how to troubleshoot problems with Mail Fletcher.



# Troubleshooting Options



## Get only old Messages

If you recently switched to Gmail, you can transfer your old emails from your other account.

Important: If you use Gmail for work or school and don't see the import mail option, then your administrator may have disabled this feature.



1. On your computer, open Gmail.
2. In the top right, click Settings  > See all settings.
3. Click the Accounts and import or Accounts tab.
4. In the second section, click Import mail and contacts.
5. Follow the steps on the screen.
6. Click Start import.

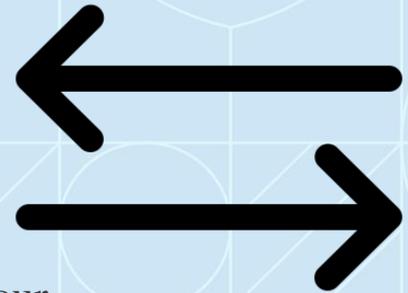
To give you time to tell your friends about your new Gmail address, we'll forward messages sent to your other account for 30 days. We'll display your new Gmail address for 60 days, or until you delete the reminder.

# Troubleshooting Options

## Stop importing emails

1. On your computer, open the Gmail account you've been importing to.
2. In the top right, click Settings ⚙️ > See all settings.
3. Click the Accounts and import tab.
4. In the "Check mail from other accounts" section, click Delete next to the account you want to stop getting emails from.

Tip: If you're still getting emails, check if automatic forwarding is set up in your other account, then do a search on how to turn it off in your other account. If you want to delete emails that were already imported, learn how to delete them.





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