

# GRCC Gmail account

## Set-Up

- 1) Log into your New Student Email:
- 2) Review the information, enter the "Secret Word" and click "I Accept" to agree to the Terms of Service and to create your account

## What is my Email Address?

[yourusername@email.grcc.edu](mailto:yourusername@email.grcc.edu)

## How do I know what my Username is?

Use our "Lookup" page to obtain your username: <http://www.grcc.edu/cwis/lookup>

## How do I change my password?

- Please follow the instructions located at: <http://www.grcc.edu/gmailFAQ#password>

## Which Account or Who am I?

Some students already have Gmail accounts, and may be confused which account is logged in.

GRCC's logo will be in the upper left, and your current account is at the upper right of the web-page.

## Forwarding to a Personal Account

Settings from old email server will **NOT** be migrated to the new GRCC Gmail account. You must re-apply your forwarding preferences in your new Gmail account.

1. Log in to your Gmail account.
2. Click Settings at the top of any Gmail page.
3. Click Forwarding and POP along the top of the Settings box.
4. Enter the email address to which you'd like your messages forwarded.
5. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to All Mail or Trash.
6. Click Save Changes.

## Retrieving information from the Old Server

### Saved Email

If you have email saved on the old email server, you may use the link at the lower right of the GRCC Gmail login page to access the old email server to retrieve saved email.

### Address Book

If you have addresses saved on the old email server, you may use the link at the lower right of the GRCC Gmail login page to access the old email server to retrieve those email addresses.

### Forwarding settings on Old Server

These settings will **NOT** be migrated to the new server. You must log into the new GRCC Gmail to have your mail forwarded to a personal email account.

## Availability:

Student GRCC Gmail accounts are only available to students who are enrolled in classes for the Current or Next semester.



Settings: Go here to change your GRCC G-Mail preferences

