

Instructions for BC students who want to move their email from their Exchange Inbox to their new Google hosted email account.

- 1) Login to your new BC email account at <http://email.bakersfieldcollege.edu>
- 2) After logging in, click on the “[Settings](#)” Tab in the upper right corner.
- 3) In the **Settings** section, click on the “[Accounts](#)” link.
- 4) Click on “[Add a mail account you own](#)”.
- 5) You will be prompted for your email address, please put in your **old** BC email address. (i.e. tcoston@bakersfieldcollege.edu).
- 6) The next screen will look like this:

Add a mail account you own

Enter the mail settings for poptest@bakersfieldcollege.edu. [Learn more](#)

Email address: **poptest@bakersfieldcollege.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)

- Make sure to put your **old** username in the “Username” field.
 - Make sure to put your **old** password in the “Password” field.
 - Change the “POP Server” to **owa.kccd.edu**.
 - You might want to check the box to “Label incoming messages:” so you can identify email that came from your old account when it is moved to your new Google hosted account.
- 7) On the next screen you will be asked if you want to send as your old account and you need to choose “No” and then click “Finish”.

Once this is setup, depending on how much email you have, it can take anywhere from minutes to hours before all of your email is moved.

After all of your email has been moved, you can remove this additional account from your new Google hosted BC email account.

To remove the additional account:

- 1) Login to your new BC email account at <http://email.bakersfieldcollege.edu>
- 2) After logging in click on the “[Settings](#)” Tab in the upper right corner.
- 3) In the **Settings** section, click on the “[Accounts](#)” link.
- 4) Click on the “[delete](#)” link (far right) next to the account you created to retrieve your email.