

Instructions for CC students who want to move their email from their old CC provided Gmail account, to their new CC provided Gmail account.

This is a two part process. The first part will be to enable POP access to your old CC Gmail account. The second part will be to login to your new Gmail account and setup the process for moving your email.

PART 1 – Enabling POP access on your old Gmail account (i.e. this would be an account in a format similar to t.coston100@email.cerrocoso.edu).

- 1) Login to your old CC Gmail account at <http://email.cerrocoso.edu>
- 2) Click on the “[Settings](#)” link in the upper right-hand corner.
- 3) In the **Settings** section, click on the “[Forwarding and POP/IMAP](#)” link.
- 4) Click the circle next to ” **Enable POP for all mail (even mail that's already been downloaded)**” and then click the “**Save Changes**” button at the bottom.
- 5) Click on “[Sign out](#)” in the upper right corner.

That’s it for **Part 1**.

PART 2 – Moving email from your old account to your new account.

- 1) Login to your new CC 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** CC email address. (i.e. t.coston100@cerrocoso.edu).

6) The next screen will look like this:

Add a mail account you own

Enter the mail settings for **tcoston@email.cerrocoso.edu**. [Learn more](#)

Email address: **tcoston@email.cerrocoso.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 **pop.gmail.com**.
- Change the “Port:” to “**995**”
- Check the box “**Always use a secure connection (SSL) when retrieving mail.**”
- 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 CC Gmail account.

To remove the additional account:

- 1) Login to your new BC email account at <http://email.cerrococoso.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.