How to Transfer your Morgan eMail to your New Alumni Google Account

Prepare your Morgan email account for transfer:
1. Log into your Morgan email account at http://mail.morgan.edu
2. Access the Mail Settings Gear at the upper right side of the screen. Click Settings
3. Click the Forwarding and POP/IMAP tab
4. Check “Enable POP for all mail”
5. Scroll to the bottom of the screen and click Save Changes.

Transfer your Mail to your Alumni Account:  
NOTE: Only mail from your Inbox will transfer to your Alumni account.
1. Log on to the Alumni mail at: http://mail.alumni.morgan.edu. Enter your full alumni email address as the username username@alumni.morgan.edu (if this is the first time you’ve logged on you will need to accept the terms, and enter a security code shown at the bottom of the screen).
2. Enter your password. The default password is formatted as follows:
   - Initials of your first & last name (capitalize the first initial)
   - Your 8 Digit Student ID number
   - Example: Jd00011122
3. Click the Mail Settings Gear at the upper right side of the screen. Click Mail Settings.
4. Click the Accounts Tab

5. Click on “Add a POP3 mail account you own”

6. Enter your user Morgan username@morgan.edu.

   For example: nasco4@morgan.edu

   You MUST use the @morgan.edu extension in order to have your old mail transfer properly.

7. On the next screen enter the following information:

   Username: your Morgan Username
   Password: your Morgan Password
   POP Server: Pop.gmail.com
Port: 995

Select, “Always use a secure connection (SSL) when retrieving mail”

8. Click Add Account

9. When prompted to send mail with your “xxxxx@morgan.edu address to send mail, select NO.

10. Click Finish

![Image of Gmail add account confirmation]

11. When you return to your Google Mail (Gmail) Inbox, refresh your browser screen. Your old email messages will appear.