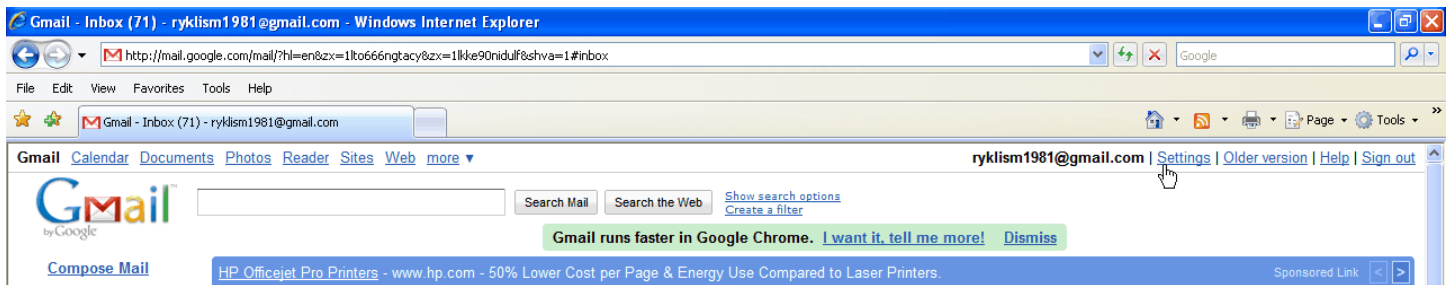


Pop your Baruch email into G-mail

1. Login to G-mail and select **Settings** from the top-right of the screen.



2. From the Settings window select the **Accounts and Import** tab and click on “**Add POP3 email account**” (Please make sure that your pop-up blocker is turned off or the configuration window may not load).

Settings

[General](#) [Accounts and Import](#) [Labels](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) [Labs](#) [Themes](#)

Import mail and contacts: Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.
[Import mail and contacts](#) [Learn more](#)

Send mail as: maxim ryklis <ryklism1981@gmail.com> [edit info](#)
[Send mail from another address](#) [Learn more](#)

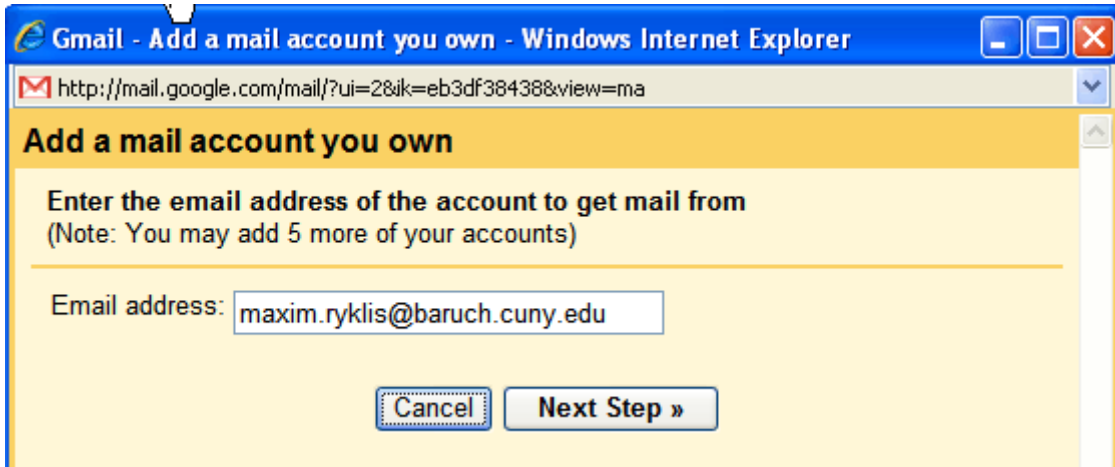
Check mail using POP3: Get your mail from other accounts in Gmail using POP3.
[Add POP3 email account](#) [Learn more](#)

Using Gmail for work? Companies can power their email with Gmail for businesses. [Learn more](#)

Add additional storage: You are currently using 2 MB (0%) of your 7370 MB.
Need more space? [Upgrade your storage](#)

Google Account settings: Visit your [Google Account settings](#) to reset your password, change your security question, or learn about access to other Google services.

3. On the first screen enter your email address (*FirstName.LastName@baruch.cuny.edu*)



4. On the next screen enter your username, password, port and the POP server name.

Username: Same username as the one for the office/lectern pc.

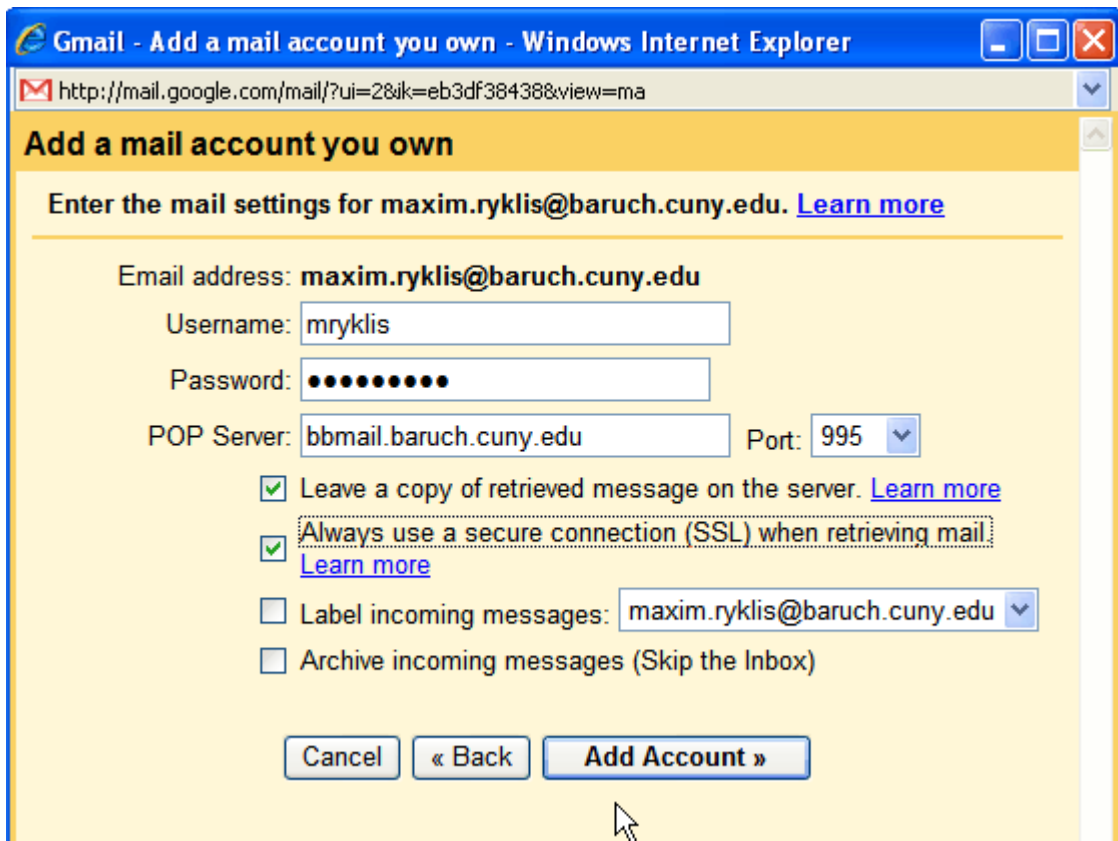
Password: Same password as the one for the office/lectern pc.

POP server: **bbmail.baruch.cuny.edu**

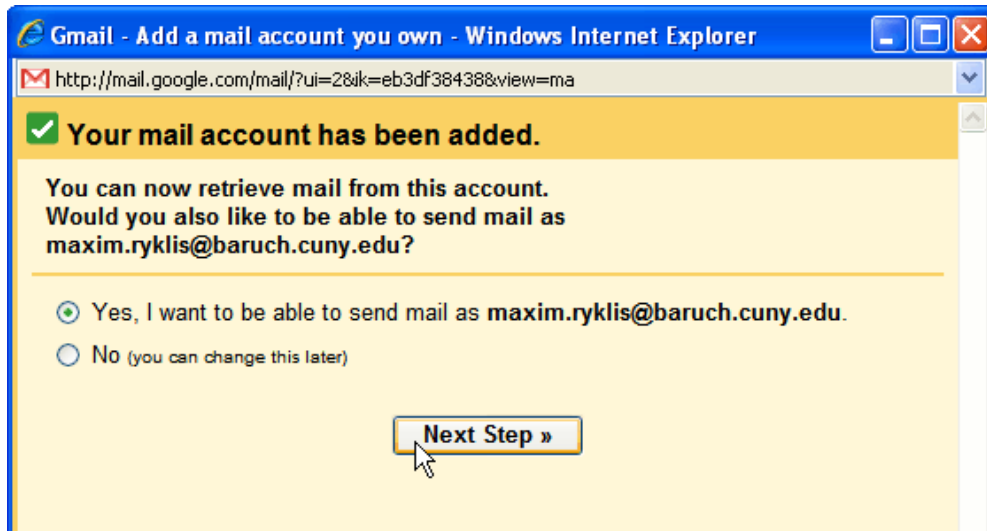
Port: **995**

Make sure that the top 2 check boxes are selected; *“Leave a copy of retrieved message on server”* and *“Always use a secure connection(SSL) when retrieving mail”*

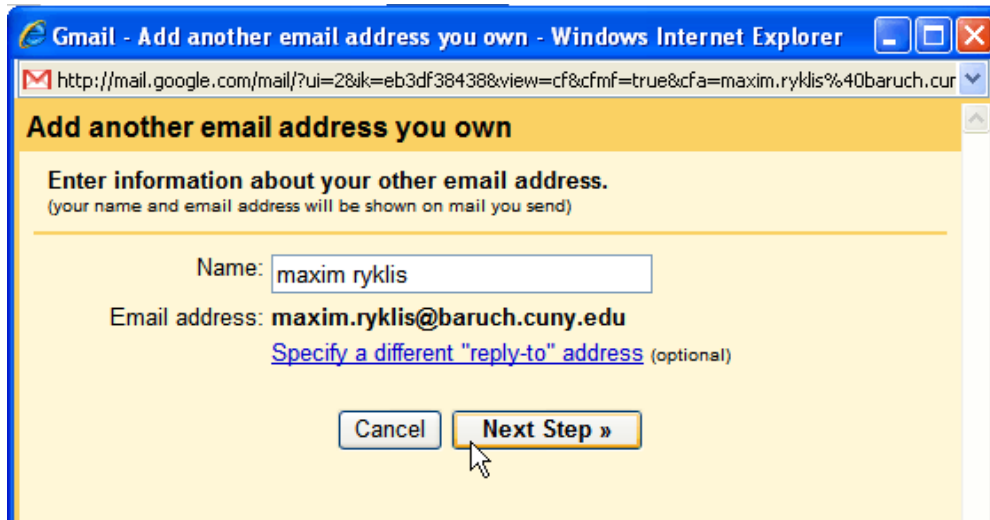
****If you do not check the box, your messages may be taken off the server permanently****



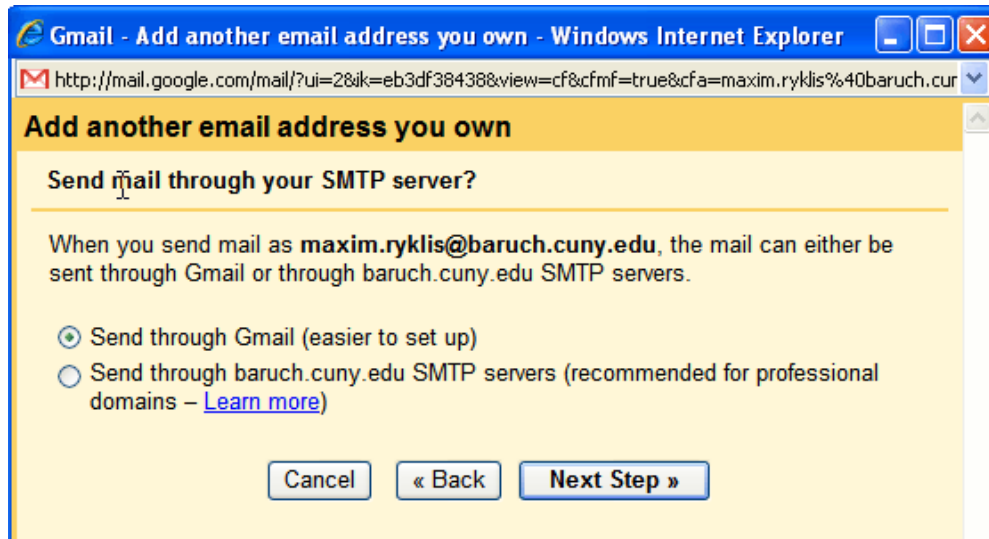
5. On the last screen select “Yes, I want to be able to send mail as ... (your email account)” and click **Next Step**.



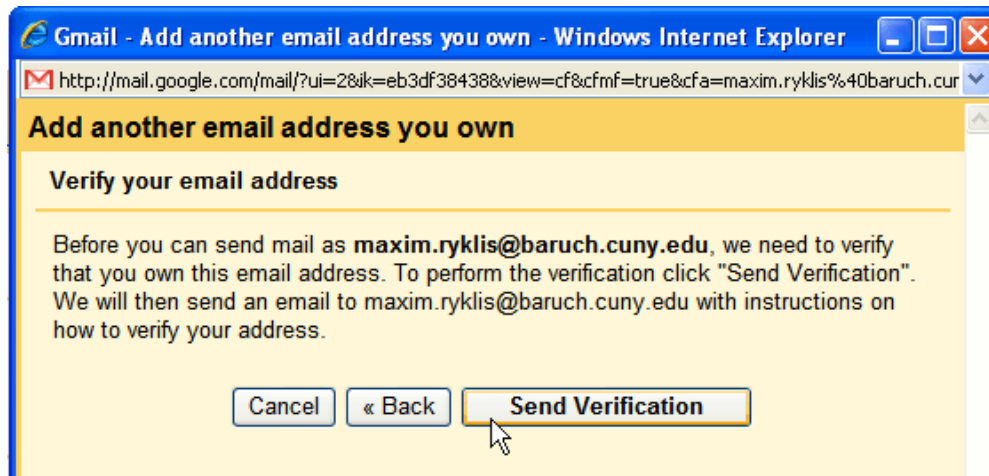
6. Confirm your name and email address and click on **Next Step**.



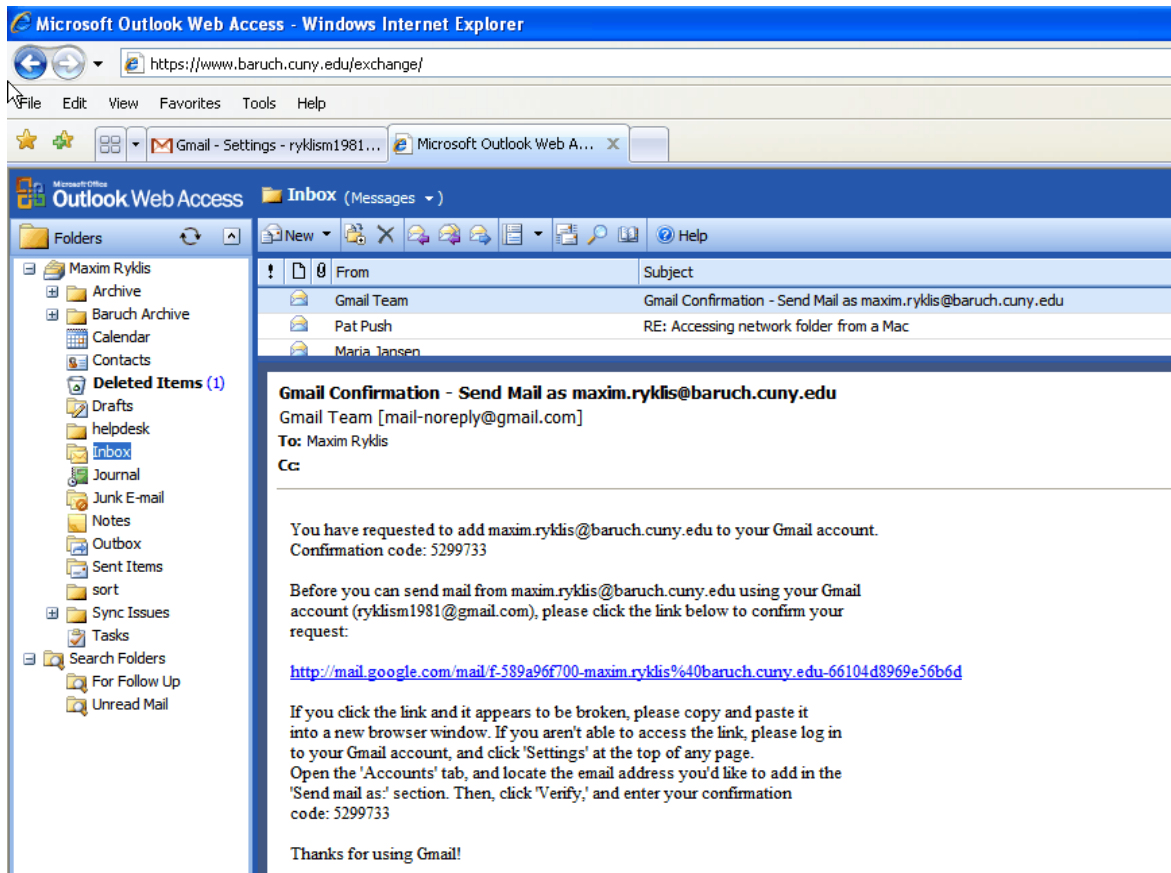
7. Select “*Send through Gmail*” and click **Next Step**.



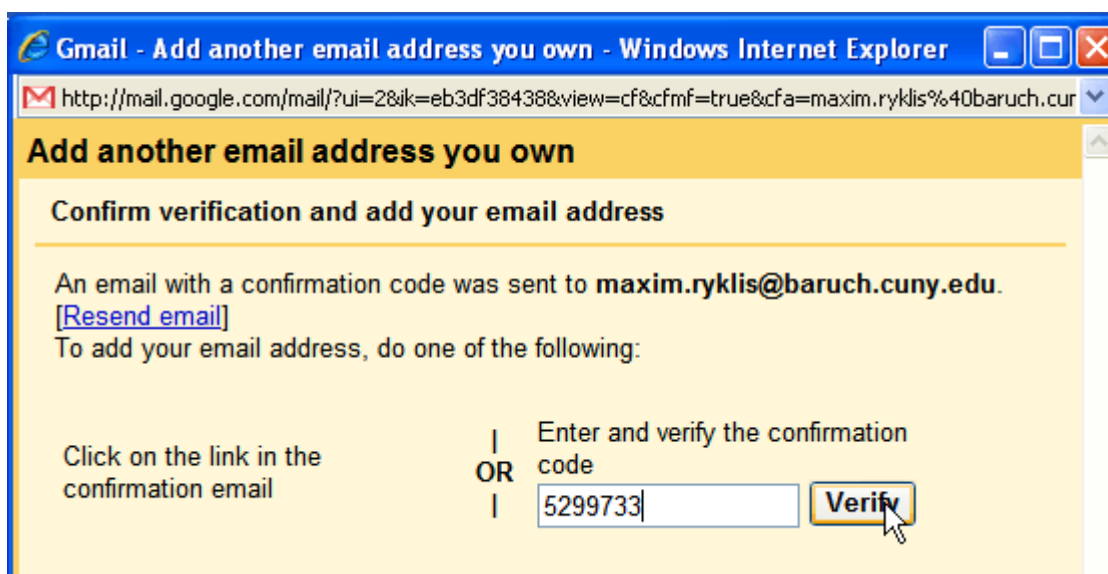
8. Click on “**Send Verification**”.



9. Navigate to your Baruch email account and look for an email from the Gmail Team. It will contain the confirmation code needed to activate your account. Copy that code back into the Gmail configuration page.



10. Enter the verification code and click **Verify**.



11. Finally, confirm that your Baruch email address displays correctly under “*Send mail as*” and “*Check mail using POP3*”.

Settings

[General](#) [Accounts and Import](#) [Labels](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) [Labs](#) [Themes](#)

Import mail and contacts: Import from Yahoo!, Hotmail, AOL, or other webmail or POP3 accounts.

[Import mail and contacts](#) [Learn more](#)

Send mail as:

maxim ryklis <ryklism1981@gmail.com> [default](#) [edit info](#)

maxim ryklis <maxim.ryklis@baruch.cuny.edu> [make default](#) [edit info](#) [delete](#)

[Send mail from another address](#) [Learn more](#)

When receiving a message:

Reply from the same address the message was sent to

Always reply from default address (currently ryklism1981@gmail.com)

(Note: You can change the address at the time of your reply. [Learn more](#))

Check mail using POP3: [maxim.ryklis@baruch.cuny.edu](#) [edit info](#) [delete](#)

Last checked: 3 minutes ago. [View history](#) [Check mail now](#)

[Add POP3 email account](#) [Learn more](#)