Forwarding your employee student Gmail address (@student.umpqua.edu) to your employee staff e-mail address (@umpqua.edu)
As a UCC employee, you have a Google student e-mail account and an Outlook staff e-mail account. Students may find your name in the Google directory which will link them only to your Google e-mail account. Since most employees only check their Outlook staff e-mail, this guide shows you how to forward your Google student e-mail to your Outlook staff account so you won’t miss e-mails from your students.
First, from the UCC homepage, click on Student Email
Type your ID (Banner 800 number) in the "Email" field, followed by "@student.umpqua.edu."
Your password will be the same as your Self-Service Password.
If this is your first time logging into your student e-mail account you will be prompted to accept the terms of usage and to type a mobile phone number (a step you can skip) and to take a tour of Google apps (you can skip this as well).
Your services at student.umpqua.edu

- **Gmail**
  More than Email. Gmail’s powerful search and mobile access combined with text, voice and video chat make communication with colleagues easy and efficient. [Learn More]

- **Drive**
  Work together better. Publish and collaborate in real-time on documents, spreadsheets and presentations. [Learn More]

- **Calendar**
  Stay in sync with your team. Organize schedules, share events and calendars with colleagues. [Learn More]

- **Talk/Hangouts**
  Share quick thoughts in real-time using text, voice and video with your colleagues. [Learn More]

- **Contacts**
  Store and organize contact information about the people you communicate with. [Learn More]

- **Groups for Business**
  Create mailing lists to share calendars, docs, sites and videos quickly with coworkers. [Learn More]

- **Sites**
  Shared workspaces for your team. Quickly create, organize and share everything with your team, company or partners. [Learn More]

Select "Gmail" to go to your inbox.
Click on the gear icon and select "settings"
Click on "Settings"
Select Forwarding and POP/IMAP
Click "Add a forwarding address" and input your employee e-mail address in the box that pops up. See next page for an example.
Enter your employee e-mail address (firstname.lastname@umpqua.edu) here. Click "next" and confirm.
A confirmation code will be sent to your employee e-mail address.
<table>
<thead>
<tr>
<th>POP Download:</th>
<th>1. Status: POP is disabled</th>
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<tbody>
<tr>
<td></td>
<td>○ Enable POP for all mail</td>
</tr>
<tr>
<td></td>
<td>○ Enable POP for mail that arrives from now on</td>
</tr>
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<td></td>
<td>2. When messages are accessed with POP: <a href="#">keep Umqqua Community College Mail’s copy in the inbox</a></td>
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<td></td>
<td>3. Configure your email client (e.g., Outlook, Eudora, Netscape Mail)</td>
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<table>
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<tr>
<th>IMAP Access:</th>
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<tr>
<td></td>
<td>○ Enable IMAP</td>
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<tr>
<td></td>
<td>○ Disable IMAP</td>
</tr>
</tbody>
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Enter the confirmation code you received in your employee inbox here and click "verify".
Click "Forward a copy of incoming mail to"
Lastly, click "save changes."
• Your Google student e-mail account is now configured to forward messages to your Outlook staff account.
• To test, send an e-mail to your Google account and see if it comes to your Outlook account.