Copy your Williams GAE email to a personal gmail account.

A personal gmail account can be set to check your college mail using POP mode.   ALL mail will be pulled over (not just the inbox). Labels or folder information will not carry over. You can choose to label the imported mail so it is easily identified and you can choose whether the imported mail goes to your personal gmail inbox or is just labeled (archived).

First, oddly, you need to set your account to allow insecure apps.

1. Go to https://www.google.com/settings/security/lesssecureapps
2. Turn on Access for less secure apps

Then allow POP access in your Williams account:

1. While in your college email click the gear in the top right.
2. Select Settings.
3. Select the Forwarding and POP/IMAP tab.
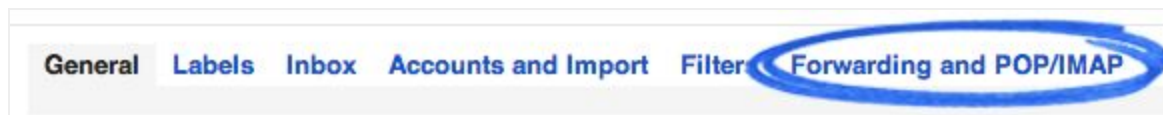
4. In the "POP Download" section, select Enable POP for all mail.
5. In the drop-down menu next to "2. When messages are accessed with POP," choose keep Williams College Mail's copy in the inbox.
6. Click Save Changes at the bottom of the page.

Then, change your settings in your personal gmail account:

1. Log in to your personal Gmail account (the account you want to import to)

2. Click the gear in the top right.
3. Select Settings.
4. Select the Accounts and Import tab.

5. In the Check mail from other accounts (using POP3) section, click Add a POP3 mail account you own.
6. Enter your college address e.g. exw3@williams.edu, then click Next Step.
7. As per the picture below - Make the username be your college address e.g. exw3@williams.edu
8. Enter your password.
9. Click POP Server, click Other and type in: pop.gmail.com

10. Leave a copy of retrieved messages on the server - Leave unchecked. This setting is controlled in the POP settings of your other account.
11. Always use a secure connection (SSL) when retrieving mail - Keep checked.
12. Label incoming messages - Check the box so you can easily identify this imported mail.
13. Archive incoming messages - You may want to check this. If you do then make sure Label incoming messages IS checked. With those two setting the imported mail will be labeled but will not appear in your inbox.

Add a mail account you own

Enter the mail settings for username@williams.edu. Learn more

Email address: **username@williams.edu**

Username: username@williams.edu

Password: ••••••••••••••

POP Server: pop.gmail.com   Port: 995 ∨

☐ 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: username@williams.edu ∨

☐ Archive incoming messages (Skip the Inbox)

Cancel   « Back   Add Account »

14. Click Add Account. If you get an error message while getting set up, click the Show error details link to find out more about what's not working.
15. If you get a windows asking if you want to be able to send mail as username@williams.edu click **NO**

Gmail will check your college account for new emails periodically (about 100 messages at a time starting with the oldest) so this may take a while.

If you only want to import old emails, stop the checking by deleting this account from the Accounts section of your Settings when it has fully imported all the email up to present time.