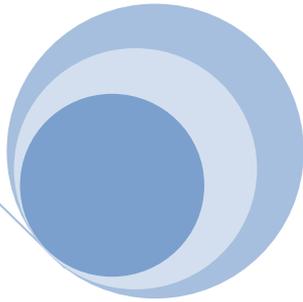
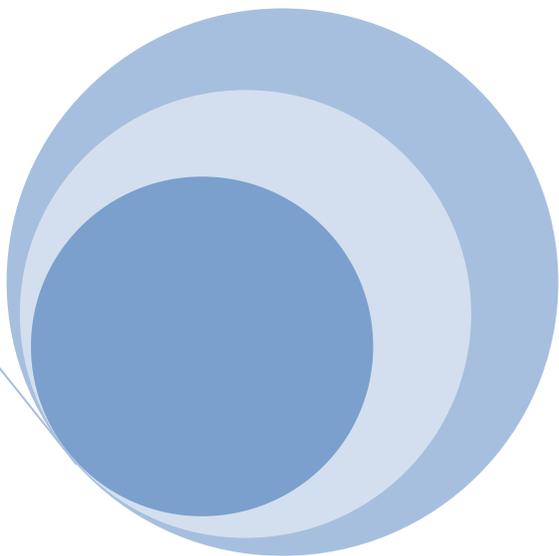


University of Engineering and Technology Peshawar

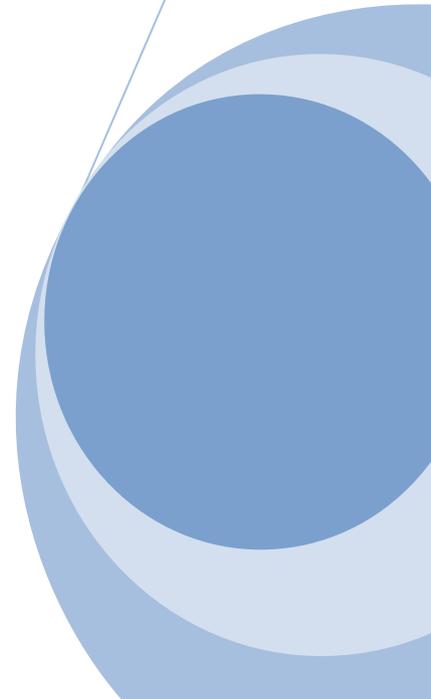


Guide :

How to import the OLD (nwfpuet.edu.pk) inbox emails
in Bulk to your NEW University (uetpeshawar.edu.pk)
Gmail account.

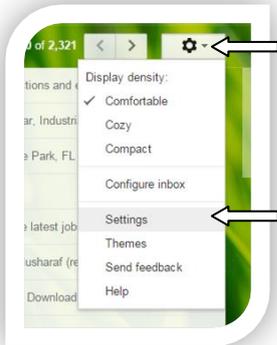


Power by IT Centre/CMS

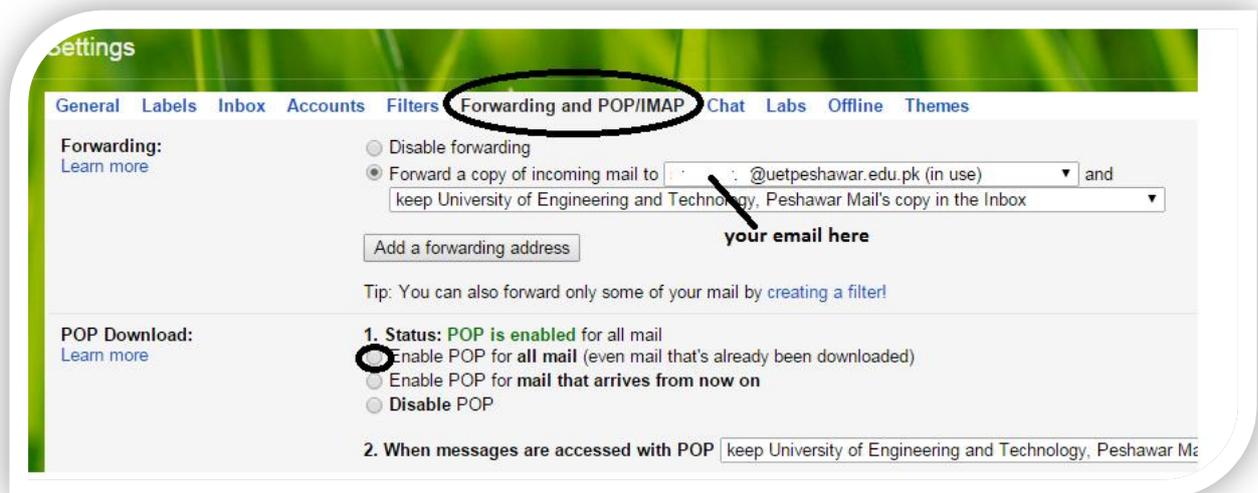


STEP 1: Setting Changes in Your Old Account (your ID@nwfpuet.edu.pk)

1. Open the Gmail account you want to import from.
2. Click the gear in the top right and Select **Settings**.



3. Select the **Forwarding** tab forward email to your new email in forwarding.
4. In the **“POP Download”** section, select **Enable POP for all mail**.



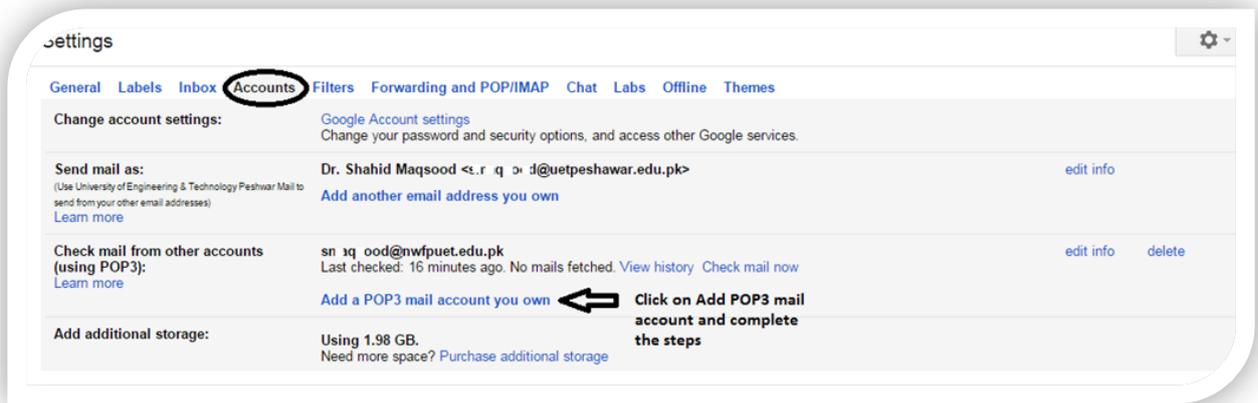
5. In the drop-down menu next to “2. When messages are accessed with POP,” choose what to do with messages in this account, such as **keep Gmail’s copy in the inbox** (recommended).
6. Click **Save Changes** at the bottom of the page.

STEP 2: OPEN your NEW university email (yourid@uetpeshawar.edu.pk)

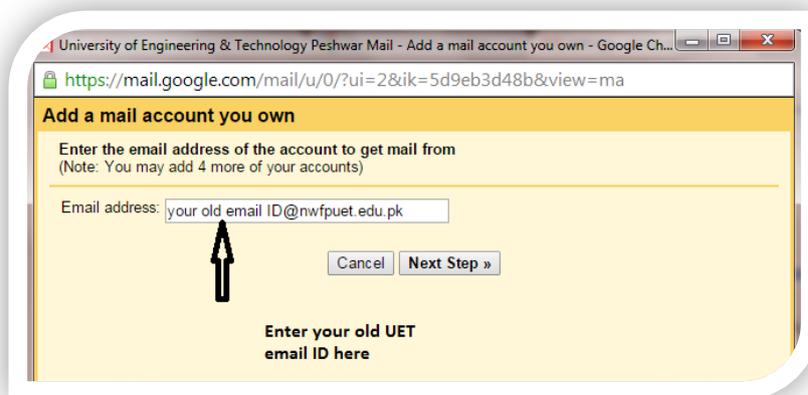
1. Open the Gmail account you want to import to.
2. Click the **gear** in the top right and then **Setting**



3. Select the **Accounts** tab.



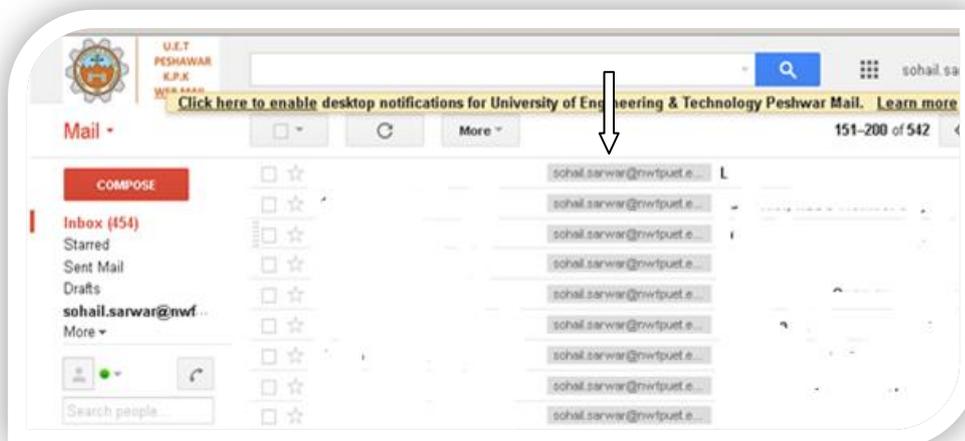
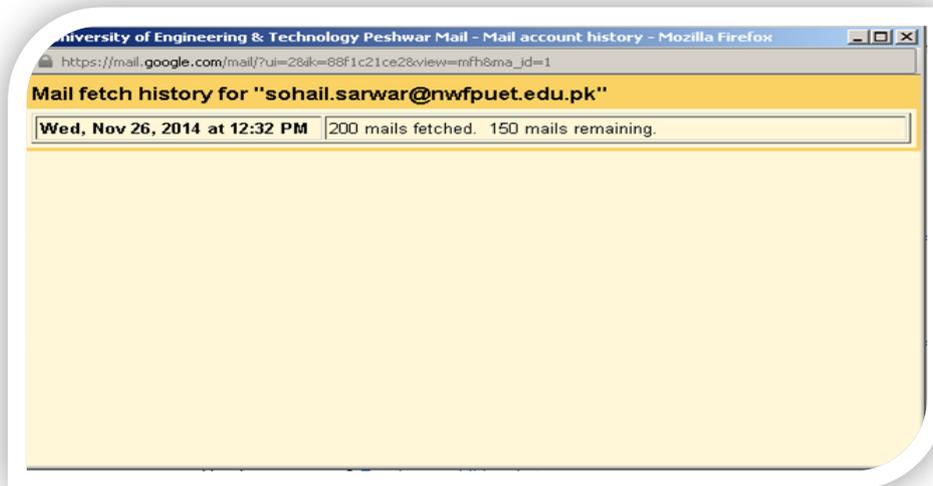
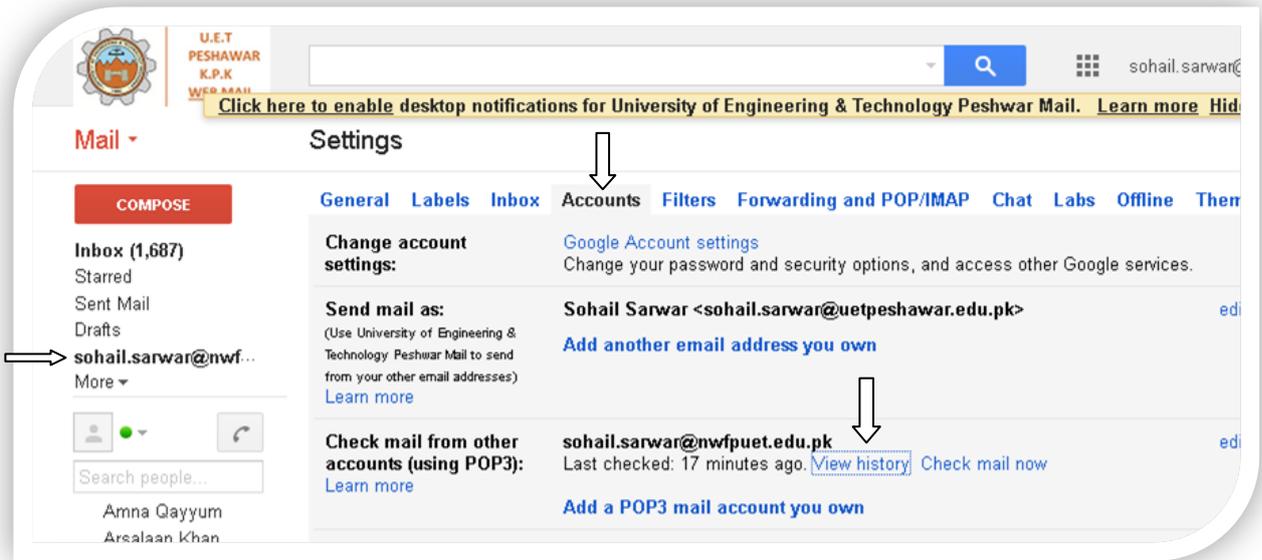
4. click **Add a POP3 mail account you own** and complete the following steps in a pop-up windows



Then



5. 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.
6. Once your account has been added successfully, you'll be asked if you want to be able to send mail as this address.
7. If it give some **Error**, Try again 2 to 3 times.
8. View History to check the Fetch emails progress.
9. If you have any problem feel free to contact undersigned.



THE END