University of Engineering and Technology Peshawar



<u>Guide</u> :

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



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

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	Configure inbox	
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Download	Help	

3. Select the **Accounts** tab.

General Labels Inbox Accounts	Filters Forwarding and POP/IMAP Chat L	abs Offline Themes	
Change account settings:	Google Account settings Change your password and security options, and a	access other Google services.	
Send mail as: (Use University of Engineering & Technology Peshwar Mail to send from your other email addresses) Learn more	Dr. Shahid Maqsood <⊾.r q o⊨d@uetpeshawa Add another email address you own	ar.edu.pk>	edit info
Check mail from other accounts (using POP3): Learn more	sn xq ood@nwfpuet.edu.pk Last checked: 16 minutes ago. No mails fetched. Add a POP3 mail account you own	View history Check mail now Click on Add POP3 mail	edit info delete
Add additional storage:	Using 1.98 GB.	account and complete the steps	

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



Then

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Lisemame	sohail sarwar@nwfpuet.edu.pk	
Password	promotion of the promotion of the	
POP Server	pop.gmail.com	Port: 995 💌
	Leave a copy of retrieved message	on the server. Learn more
9	Always use a secure connection (S	SSL) when retrieving mail. Learn more
A	Label incoming messages: sohail	l.sarwar@nwfpuet.edu.pk 💌
	Archive incoming messages (Skip	the Inbox)

- 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.

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