Hartford Seminary

Student E-mail

Setup Instructions

12/16/2014
Getting Started

1) To begin, open a web browser such as Internet Explorer, Chrome, Firefox, or Safari. In the address bar enter the web address https://mail.google.com/

2) You will be required to enter in your FULL e-mail address such as firstname.lastname@student.hartsem.edu.

3) Once you have successfully logged into your student e-mail account. You will be prompted to read and accept the Google Terms of Service.
4) If this is your first time logging into your student e-mail account you will be prompted to change your current password. The password strength indicator will show you how strong your password is.

5) Once logged in you will see the Google mail page. From here you can perform all of your e-mail tasks. The main portion of the Window will show you any new messages that have arrived. To open a message, click on the recipient or subject.
6) To reply to a message click the Reply arrow on the right side of the message. You may also click the down arrow to display more options such as forward.

1. To compose a new message. Click the red Compose button on the right side of your screen. Enter in an e-mail address and subject. When you are through click the blue Send button on the bottom of your screen.
Forwarding E-mail to Another E-mail Account

1. If you would like to forward your e-mail to another account such as your personal e-mail, click the Gear icon on the right side of your screen and select Settings.
2. Under the settings menu select the tab for **Forwarding and POP/IMAP**. From here you can select the **Add a forwarding address** option.

3. Enter in the e-mail address you would like to forward the e-mail to and click **Next**.
4. A verification e-mail will be sent to the e-mail account you would like to forward your student e-mail to with a verification code. You must retrieve the code and enter it into the verification box before e-mail will begin forwarding.

It is a good idea to send a test email to ensure that email is forwarding properly. If you notice email is not forwarding, go back to the Forwarding and POP/IMAP and confirm that forwarding is enabled. You can also set the settings for forwarded mail messages.
Receiving Email on your Phone or Mobile Device

If you would like to receive your student email on your cell phone or tablet, you will need to enable either POP or IMAP.

1. Log into your email account and click on the Gear icon in the upper right, and select Settings.

2. Next, click on the Forwarding and POP/IMAP tab. To forward email to your mobile device you will need to enable either POP or IMAP. Information about each option is available by clicking on the Learn More link. Google recommends IMAP.
3. In addition to enabling IMAP/POP you will also need to check the configuration settings for your particular device. Click on the *Configuration Settings* link, and then select either POP or IMAP.

4. Next, select your device type.
5. Since the student email account is a Google Apps email address, you will need to view the specific instructions for that account type by clicking on the plus sign.

6. Each device has its own instructions, so your screen will vary from the screen shot below depending on your device type. Follow the onscreen directions and your account should start forwarding email to your mobile device.

If you have any questions or issues with your student email account contact the Registrar’s Office immediately.