

Student Email Setup and Forwarding Instructions

Step 1: Navigate your web browser to google.maricopa.edu

Step 2: Enter your **MEID** and **password** and click [Log In](#) ⁽¹⁾. These are the same as those you may already use to sign into **Blackboard**. If you've forgotten your MEID and/or password or if you have no idea what an MEID is, choose one of the links at the right ⁽²⁾.

The screenshot shows the GoogleApps@Maricopa login page. At the top left is the Maricopa Community Colleges logo. The navigation bar includes links for home, about us, employees, and search. The main content area is divided into two columns. The left column has a 'LOGIN' section with input fields for 'User ID (MEID)' and 'Password', a 'Log In' button, and a disclaimer. A green box labeled '(1)' highlights these fields and the button. Below is an 'ANNOUNCEMENTS' section. The right column has a 'HELP WITH EMAIL' section with a list of links: Gmail Overview, Address Book, Frequently Asked Questions, Setting Filters, Setting Vacation Messages, Need Help?, Login to GoogleApps@Maricopa, I forgot my MEID, I forgot my password, I'm a new user and need my MEID, and My.Maricopa.edu. A green box labeled '(2)' highlights the 'Login to GoogleApps@Maricopa' link and the 'I forgot my MEID', 'I forgot my password', and 'I'm a new user and need my MEID' links. At the bottom, there is a footer with the text '~ Ten colleges specializing in university transfer, continuing education, career and job training programs ~' and links for 'note disclaimer' and 'contact us'.

MARICOPA
COMMUNITY
COLLEGES®

home | about us | employees | search

GoogleApps@Maricopa

LOGIN

User ID (MEID):

Password:

*By selecting the **Log In** button, I agree with the disclaimer and terms of use.*

[Log In](#)

ANNOUNCEMENTS

No specific announcements at this time.

HELP WITH EMAIL

- > Gmail Overview
- > Address Book
- > Frequently Asked Questions
- > Setting Filters
- > Setting Vacation Messages
- > Need Help?
- > [Login to GoogleApps@Maricopa](#)
- ◆ I forgot my MEID
- ◆ I forgot my password
- ◆ I'm a new user and need my MEID
- > My.Maricopa.edu

ITS > GMAIL & GOOGLE APPS

~ Ten colleges specializing in university transfer, continuing education, career and job training programs ~
[note disclaimer](#) | [contact us](#)

Step 3: If you are setting up your *Gmail & Google Apps* account for the first time, you will see the following screen. As you'll notice, your new Maricopa/Gmail address is your **MEID** followed by **@maricopa.edu** ⁽¹⁾. Type the characters from the captcha image in the box provided ⁽²⁾, read the *Terms of Service*, and click ⁽³⁾

Setup your account for Maricopa Community Colleges


Your Maricopa Community Colleges account will give you access to the hosted services enabled for your domain.

Name:

Login name: (1)

Language:

Type the characters you see in the picture below.



Letters are not case-sensitive (2)

Terms of service: Review the Terms of Service below. [Printable Version](#)

Google Terms of Service

Welcome to Google! By using Google's products, software, services or web sites ("Google services"), you agree to the following terms and conditions, and any policies, guidelines or amendments thereto that may be presented to you from time to time, including but not limited to Program Policies and Legal Notices (collectively, the "Terms"). We may update the Terms in the future, and you will be able to find the most

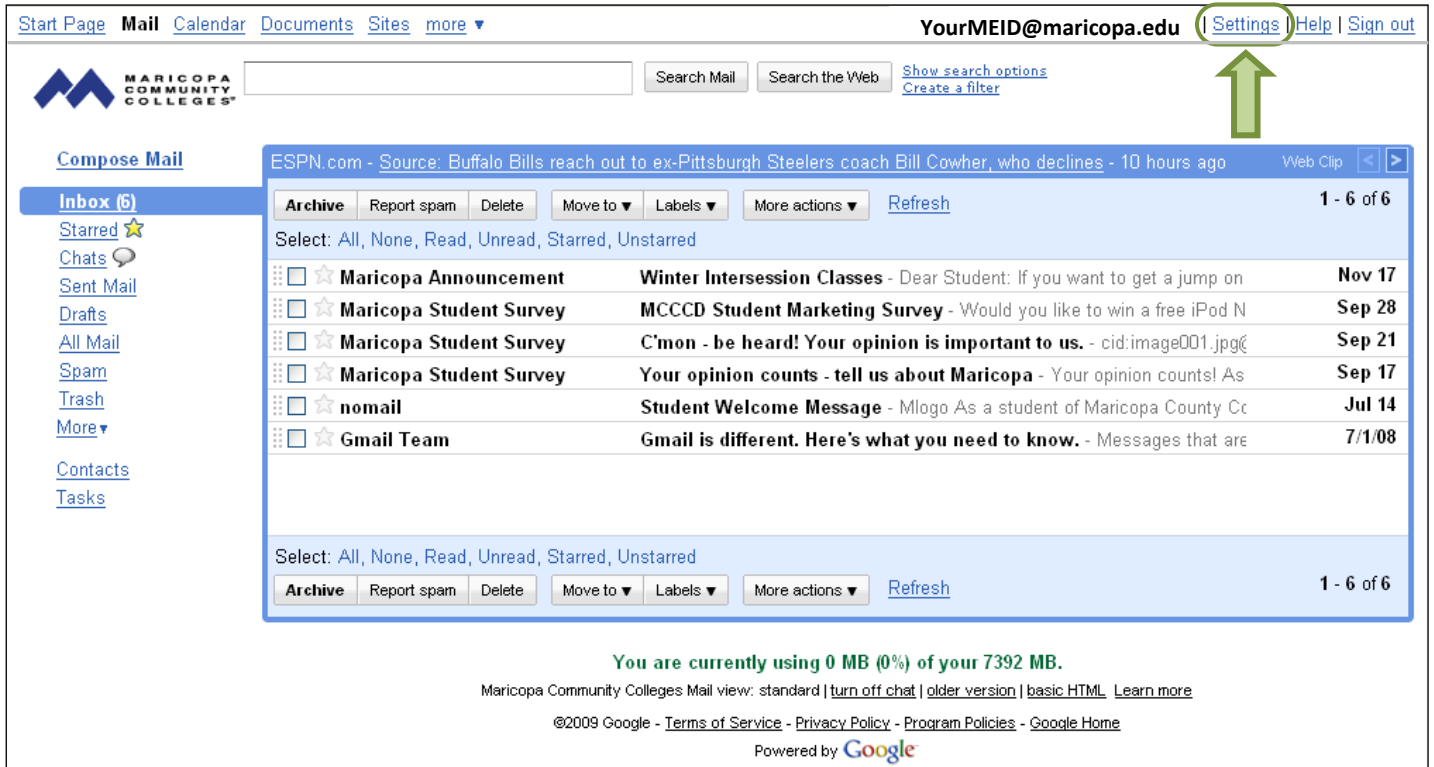
By clicking 'I accept' below you are agreeing to the [Terms of Service](#) above and both the [Program Policy](#) and the [Privacy Policy](#).

Also remember that Google Apps is offered in conjunction with your domain administrator and that administrator may have access to your account information including your email. Your domain administrator's use of your information is governed by its privacy policy.

(3)

©2009 Google - [Google Home](#) - [Privacy Policy](#) - [Terms of Service](#)

Step 4: You will now be signed into your new Maricopa/Gmail account. You can access all emails that you've received from CGCC. If you would rather receive these important emails at another email address that you use more often, click on [Settings](#) in the upper right-hand corner.



Start Page **Mail** Calendar Documents Sites more ▾ YourMEID@maricopa.edu **Settings** Help Sign out

MARICOPA COMMUNITY COLLEGES

Search Mail Search the Web Show search options Create a filter

Compose Mail

Inbox (6)

- Stared ★
- Chats
- Sent Mail
- Drafts
- All Mail
- Spam
- Trash
- More ▾
- Contacts
- Tasks

ESPN.com - Source: Buffalo Bills reach out to ex-Pittsburgh Steelers coach Bill Cowher, who declines - 10 hours ago Web Clip

Archive Report spam Delete Move to ▾ Labels ▾ More actions ▾ Refresh 1 - 6 of 6

Select: All, None, Read, Unread, Starred, Unstarred

<input type="checkbox"/>	★	Maricopa Announcement	Winter Intersession Classes - Dear Student: If you want to get a jump on	Nov 17
<input type="checkbox"/>	★	Maricopa Student Survey	MCCCD Student Marketing Survey - Would you like to win a free iPod N	Sep 28
<input type="checkbox"/>	★	Maricopa Student Survey	C'mon - be heard! Your opinion is important to us. - cid:image001.jpg	Sep 21
<input type="checkbox"/>	★	Maricopa Student Survey	Your opinion counts - tell us about Maricopa - Your opinion counts! As	Sep 17
<input type="checkbox"/>	★	nomail	Student Welcome Message - Mlogo As a student of Maricopa County Cc	Jul 14
<input type="checkbox"/>	★	Gmail Team	Gmail is different. Here's what you need to know. - Messages that are	7/1/08

Select: All, None, Read, Unread, Starred, Unstarred

Archive Report spam Delete Move to ▾ Labels ▾ More actions ▾ Refresh 1 - 6 of 6

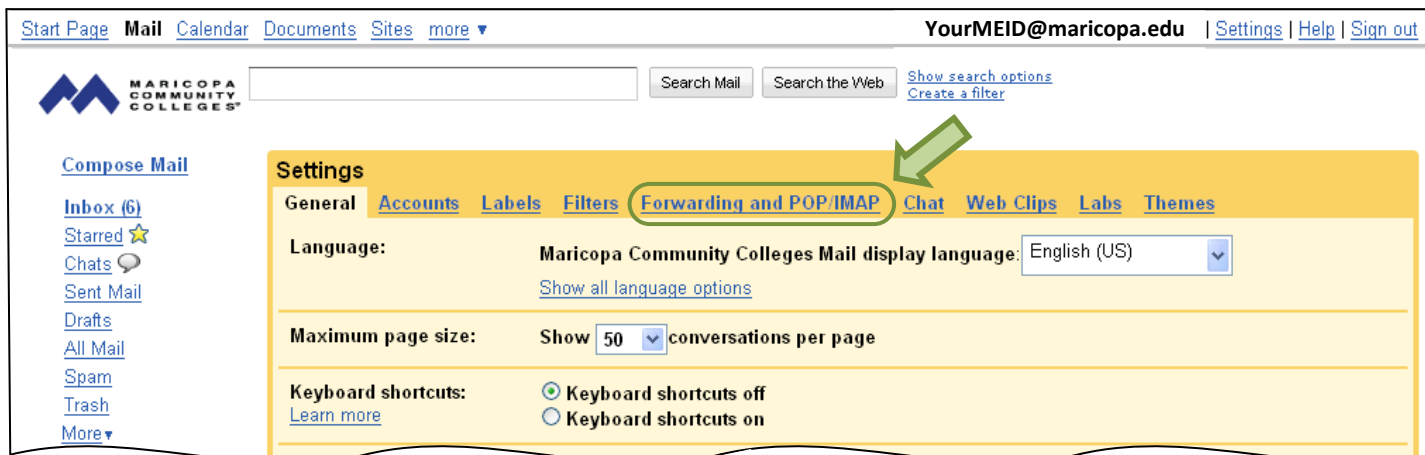
You are currently using 0 MB (0%) of your 7392 MB.

Maricopa Community Colleges Mail view: standard | turn off chat | older version | basic HTML | Learn more

©2009 Google - [Terms of Service](#) - [Privacy Policy](#) - [Program Policies](#) - [Google Home](#)

Powered by **Google**

Step 5: Click on Forwarding and POP/IMAP in the center of the window.



Start Page Mail Calendar Documents Sites more ▾ YourMEID@maricopa.edu | Settings | Help | Sign out

Compose Mail

Inbox (6)
Starred ☆
Chats
Sent Mail
Drafts
All Mail
Spam
Trash
More ▾

Settings

General Accounts Labels Filters **Forwarding and POP/IMAP** Chat Web Clips Labs Themes

Language: Maricopa Community Colleges Mail display language: English (US) ▾
[Show all language options](#)

Maximum page size: Show 50 ▾ conversations per page

Keyboard shortcuts: Keyboard shortcuts off
 Keyboard shortcuts on
[Learn more](#)

Step 6: In the box next to **Forward a copy of incoming mail to**, enter your preferred email address. You can also use the pull down menu to make Maricopa/Gmail delete its version, so the only version will be in your preferred address. Click [Save Changes](#) at the bottom of the page.



Start Page Mail Calendar Documents Sites more ▾ YourMEID@maricopa.edu | Settings | Help | Sign out

Compose Mail

Inbox (6)
Starred ☆
Chats
Sent Mail
Drafts
All Mail
Spam
Trash
More ▾

Contacts
Tasks

+ ● Brandon Mesanko
Search, add, or invite

Settings

General Accounts Labels Filters **Forwarding and POP/IMAP** Chat Web Clips Labs Themes

Forwarding:

Disable forwarding

Forward a copy of incoming mail to name@yahoo.com and
delete Maricopa Community Colleges Mail's copy ▾

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:
[Learn more](#)

1. **Status: POP is enabled** for all mail that has arrived since 7/1/08

Enable POP for **all mail** (even mail that's already been downloaded)

Enable POP for **mail that arrives from now on**

Disable POP

2. **When messages are accessed with POP**
keep Maricopa Community Colleges Mail's copy in the Inbox ▾

3. **Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access Maricopa Community Colleges Mail from other clients using IMAP)
[Learn more](#)

1. **Status: IMAP is disabled**

Enable IMAP

Disable IMAP

2. **Configure your email client** (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

[Save Changes](#) [Cancel](#)

Now click [Sign out](#) to exit your Maricopa email. All future CGCC emails will be forwarded to your preferred email address. Please check your email regularly for important information.