

## **Keep Calm and Carry On.**



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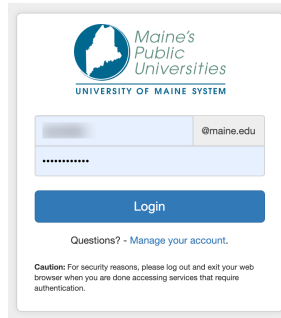
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**Guide to forwarding your maine.edu email to your home email.**

## How to locate your university email (Gmail) account and related Zoom account

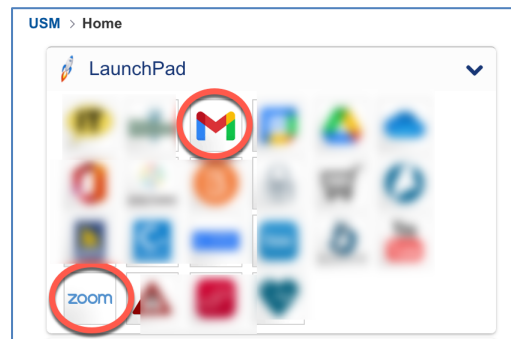
### 1. How to access your maine.edu email.

- Go to <https://mycampus.maine.edu/>
- Enter your maine.edu email address and current password.



2. The University of Maine System web portal will open.

3. Look for the **LaunchPad** (The colorful icons in the top left corner of the webpage.)



4. You will see the **Gmail "M" icon** and the **Zoom Icon** in the LaunchPad.

5. Click on these icons to open your university email account and your university Zoom account.

6. The first time you do this, you will be asked for your maine.edu email address and current password.

# **Your maine.edu password must be renewed every 180 days!**

## **Important!**

**Keep in mind your maine.edu password renews every 180 days.**

- The university will send messages warning you that your email will expire. These messages will go to your maine.edu email account.
- Notices are sent 30 days before expiration and then once a week up to the expiration date.
- Please check your maine.edu email account from time to time!
- Or, forward your maine.edu email to your preferred email account. (See the guide to redirecting your email attached at page 5.)

## **Uh oh! I cannot get into my maine.edu email or my Zoom account! (I lost my password, or it expired!)**

Go to **My UMSID password isn't working (Gmail, Mainstreet, Campus Portal, etc.)**

<https://tdx.maine.edu/TDClient/2624/Portal/KB/ArticleDet?ID=134589>

This page will guide you through the following scenarios:

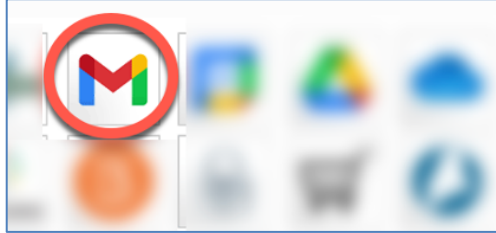
1. **You know your password, but it has expired.**
2. **You do not remember your password and need to reset it.**
3. **You still cannot access your UMS account - contact the University IT Help Desk to get a new Activation Key.**

**Follow the directions on this page and regain access to your email and Zoom accounts.**

**Please note, if you put the wrong password in too many times, you will be locked out of your account, and you will have to reset it.**

# Guide to forwarding your maine.edu email.

Note: This guide will help people who use Gmail for their home email account. Other email services will have similar options.

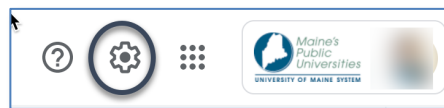


- Go to <https://mycampus.maine.edu/>
- Click on the colorful "M" in the LaunchPad area. (This will open your university Gmail account.)
- When you open your email, you'll see the usual Google email set-up. (Most of this will be university and campus email notices.)

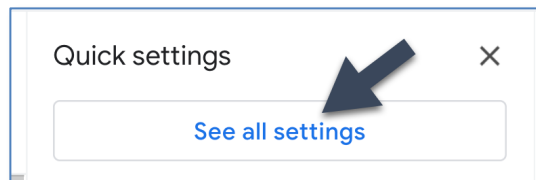
## Options for managing your maine.edu account:

1. Check your maine.edu email account regularly, just as you would other email accounts.
2. Alternatively: forward your maine.edu email to your regular email address.

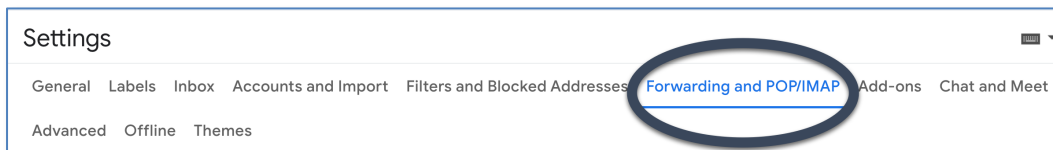
## How to forward your maine.edu email



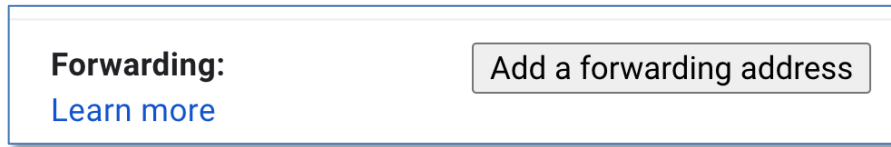
1. Open your university Gmail account. Click the little "gear wheel" icon on the upper right of your page. (If you run your mouse over it, you will see it says "settings.")



2. Select "**See all settings.**"



3. Click on "**Forwarding and IPOP/IMAP**" – on a grey list at the top of the page.



4. Under "**Forwarding**," choose where you want these messages to go, e.g., your "home" email address.

Note: Enter your **home email** address, and a message will appear informing you that a confirmation code has been sent to your **home email account**. Click on **OK**

### Open your home email account

Go to your **home email** and look for a message titled "**University of Maine System Forwarding Confirmation.**"

- Click on the link in this message to confirm the request.
- Next, click on the "**Confirm**" button that appears.
- You will now see that your maine.edu email will be forwarded to your home email.

### Return to your maine.edu account.

(Open up settings if this has closed and follow steps 1-4 listed above. Return to the "**Forwarding**" area.)

You will see that your **home email** is now listed as "**in use.**"

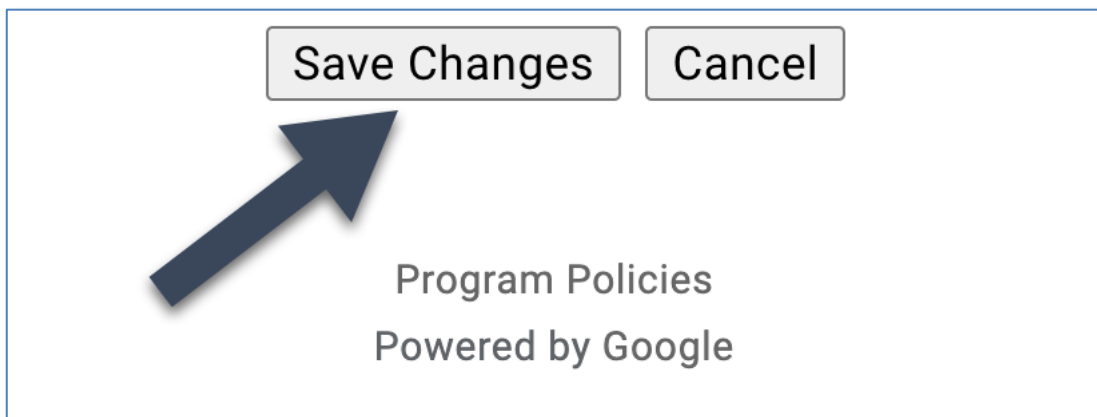
You will also see a box with a drop-down list of options regarding how you want to manage your maine.edu email.

✓ keep University of Maine System Mail's copy in the Inbox  
mark University of Maine System Mail's copy as read  
archive University of Maine System Mail's copy  
delete University of Maine System Mail's copy

Select the option that you prefer.

**IMPORTANT!**

**Remember to go to the bottom of the page and save your changes!**



You will now receive your university **maine.edu email** in your **home email**.

You will no longer have to check your university email account regularly as messages will come straight to your home email.

*Many thanks to Karen Gleeson at Senior College Belfast for her help in creating this forwarding email guide.*