Email Transition Steps

• **Step 1:** Start using your Alumni Gmail account
  - More Information about Alumni Gmail accounts: [http://business.wfu.edu/postgrad](http://business.wfu.edu/postgrad)

• **Step 2:** Transfer student email to your Alumni Gmail account
  - OPTIONAL – If you wish to transfer your student email to your new Alumni Gmail account, you will need to run a special backup & restore script. This must be completed prior to your account deletion. It can take a long time, so don’t wait until the last day. Visit the following web page for additional information: [http://business.wfu.edu/postgrad](http://business.wfu.edu/postgrad)

• **Step 3:** Set vacation responder in your Student Gmail
  - Log into Google Mail ([http://google.wfu.edu](http://google.wfu.edu))
  - Click on the gear and select “Settings”
  - Scroll down to the Vacation Responder section
  - Set your vacation responder
    - Include your new alumni email address
    - Include the date that your student account will no longer be active
    - SAMPLE:
      - **First day:** August 15, 2012
      - **Subject:** New Email Address: joe.user@alumni.wfu.edu
      - **Message:** Thank you for your email. As of October 15, 2012, I will no longer be checking this email account. Please update your records to include my new email address: joe.user@alumni.wfu.edu. Thank you!
      - Only send a response to people in my Contacts
      - Only send a response to people in Wake Forest University

  *Note:* A vacation responder will work for 30 days after your account is deleted.

• **Step 4:** Set Student Gmail to forward to your email
  - Log into Google Mail ([http://google.wfu.edu](http://google.wfu.edu))
  - Click on the gear and select “Settings”
  - Click “Forwarding and POP/IMAP”
  - Click “Add a forwarding address” and follow the steps to set up a mail forward

  *Note:* Mail forwarding will work for 30 days after your account is deleted.