

Transitioning From Texas A&M Gmail to @AggieNetwork.com Email

Overview

Congratulations on your recent graduation! Now that you are a former student, your Texas A&M Google Account will be deleted after a certain grace period. These instructions will help you claim your new AggieNetwork.com email account, set forwarding for your Texas A&M email addresses, and transfer your Texas A&M Gmail box to your AggieNetwork.com email.

New @AggieNetwork.com email accounts no longer include Google Drive due to Google's storage policy changes. You may visit takeout.google.com to download a copy of your Texas A&M Google Drive to your computer. If you wish to preserve content which other people shared with you through Google Drive, please ensure you "[add those files to My Drive](#)" before doing a manual Google Takeout download. Visit TX.AG/SharedFilesHelp for help with finding these files.

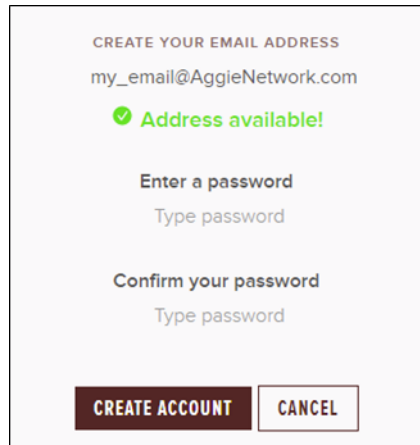
Claiming Your AggieNetwork.com Email Account

1. Visit TX.AG/MyEmail.

If you are not already signed in to AggieNetwork.com, a login screen will appear. You will need to login to AggieNetwork.com to continue.

2. Enter your desired email address, and click *Check Availability*.

3. Enter and confirm the password you wish to use for the email account, then click *Create Account*.



CREATE YOUR EMAIL ADDRESS
my_email@AggieNetwork.com

✔ Address available!

Enter a password
Type password

Confirm your password
Type password

CREATE ACCOUNT CANCEL

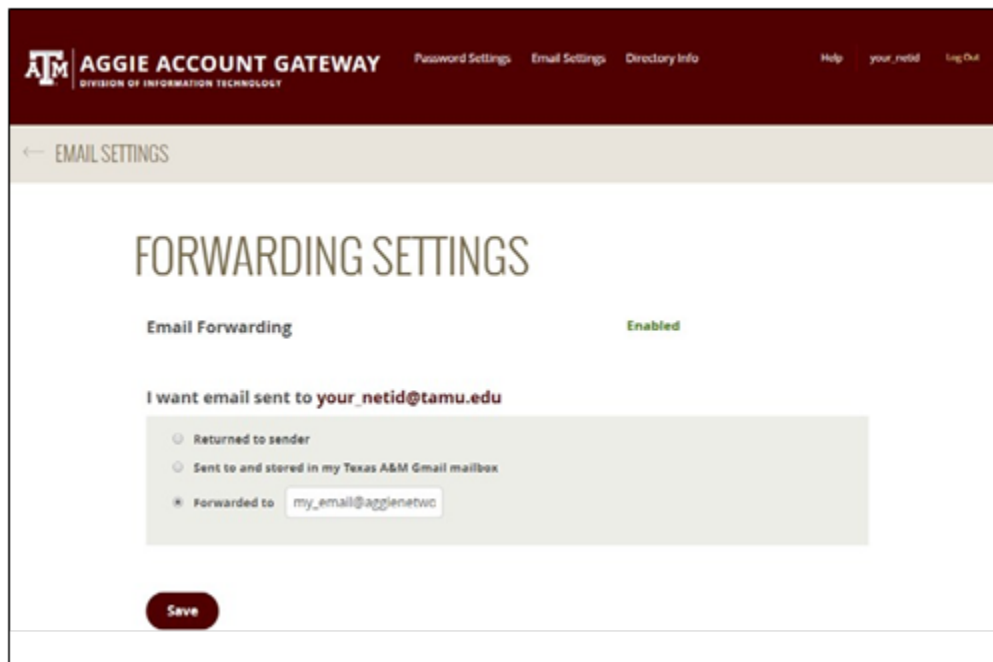
Fig. 1 AggieNetwork.com Email Registration

Forwarding Your Texas A&M Email

1. Visit <https://gateway.tamu.edu/settings/email/forwarding/>

You will be prompted to login with your NetID and Password.

2. Select the bubble next to *Forwarded to*, enter your AggieNetwork.com email into the textbox, then click *Save*.



ATM | AGGIE ACCOUNT GATEWAY
DIVISION OF INFORMATION TECHNOLOGY

Password Settings Email Settings Directory Info Help your_netid Log Out

← EMAIL SETTINGS

FORWARDING SETTINGS

Email Forwarding **Enabled**

I want email sent to your_netid@tamu.edu

- Returned to sender
- Sent to and stored in my Texas A&M Gmail mailbox
- Forwarded to

Save

Fig. 2 Aggie Account Gateway - Forwarding Settings

Transferring Your Texas A&M Gmail box

Note: Every time you copy from your Texas A&M account with this process, a new set of copies will be created in your @AggieNetwork.com email account.

1. Login to your Texas A&M Gmail.

You might be prompted to login with your NetID and Password

2. Go to mail.google.com/settings/storage to see your Gmail storage consumption.

If your Texas A&M Gmail consumption is over 10 GB, you will need to delete large or unneeded emails to ensure a successful transfer. Follow the suggestions under Gmail on TX.AG/CleanupGmail.

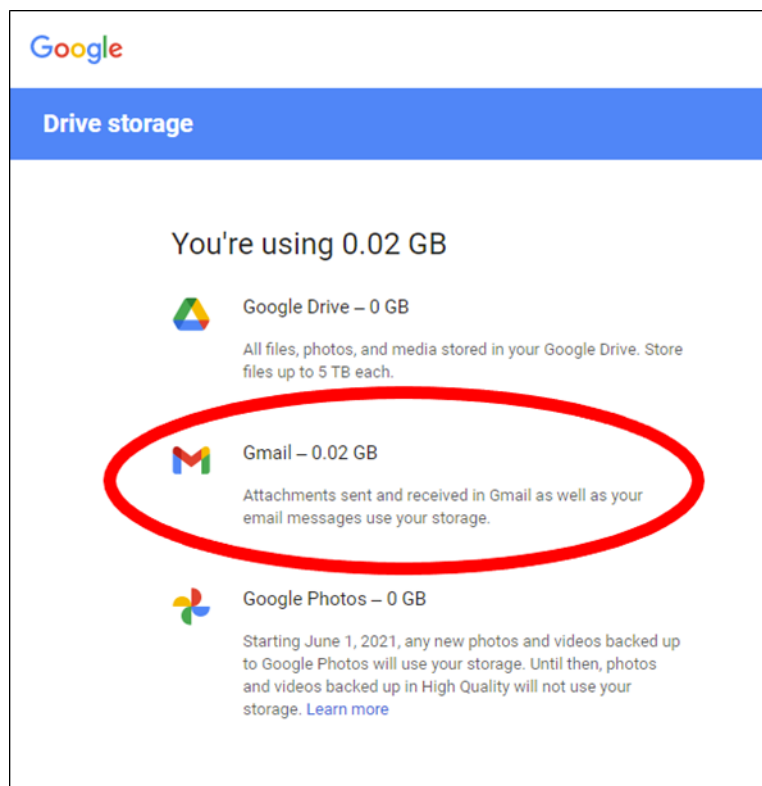


Fig. 3 Checking Gmail Storage consumption

3. Visit takeout.google.com/transfer.

4. Provide your AggieNetwork.com email as the destination Google Account, then click *Send Code*.

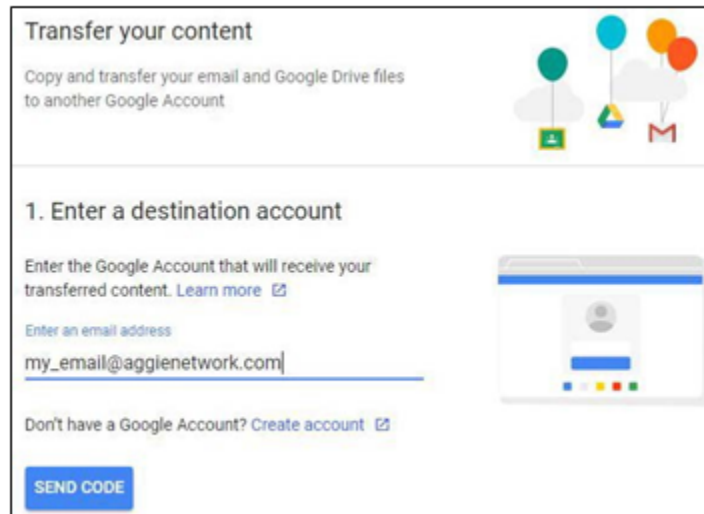


Fig. 4 Provide your AggieNetwork.com email address.

5. Login to your @AggieNetwork.com email with the password you created.

Note: The username and password for your @AggieNetwork.com email account can be different than the password you use to access features on the AggieNetwork.com website. Visit TX.AG/MyEmail if you need to change your AggieNetwork.com email password.

6. You should find a verification email from Google in your @AggieNetwork.com Inbox. Click the *Get confirmation code* link inside this email.

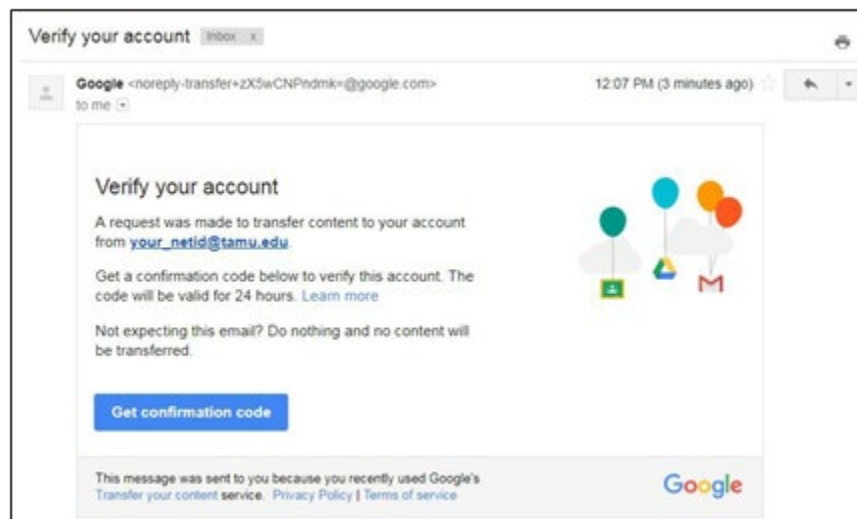


Fig. 5 Verification Email

7. Copy the confirmation code, then click *Continue*

After clicking *Continue*, you might be prompted to login with your NetID and password.

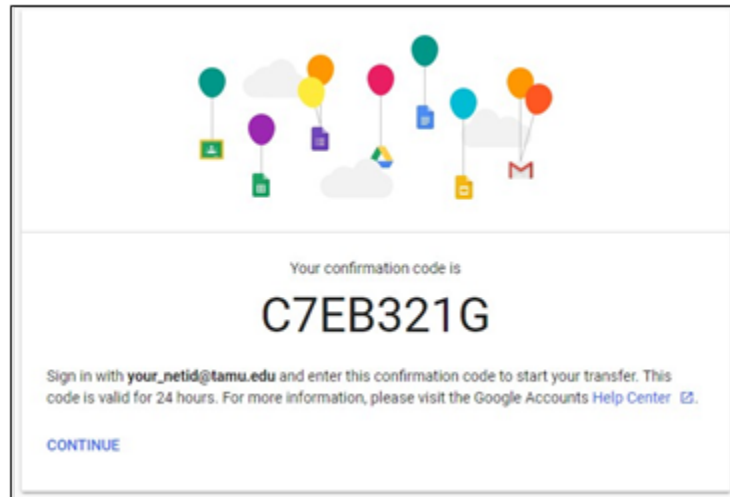


Fig. 6 Confirmation Code Screen

8. Paste your confirmation code, then click *Verify*.

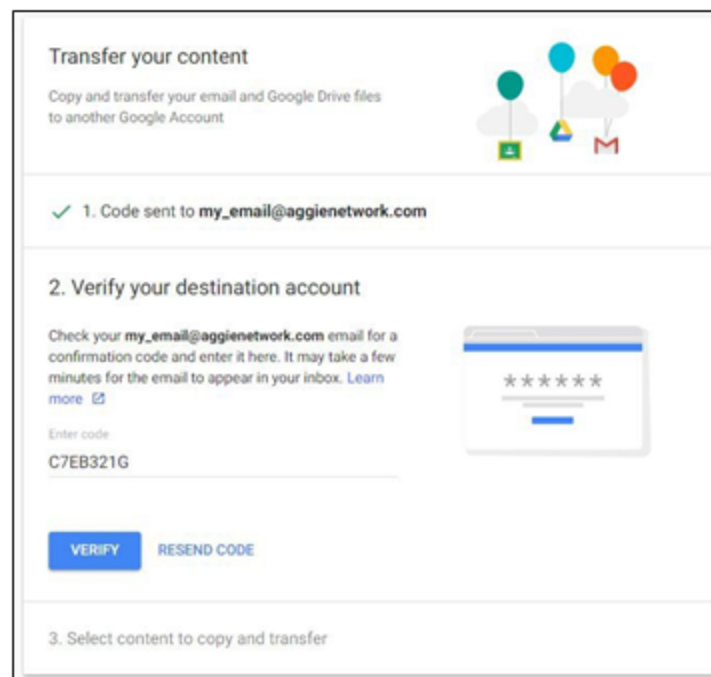


Fig. 7 Entering Confirmation Code

9. Ensure Gmail is selected, then click *Start Transfer*.

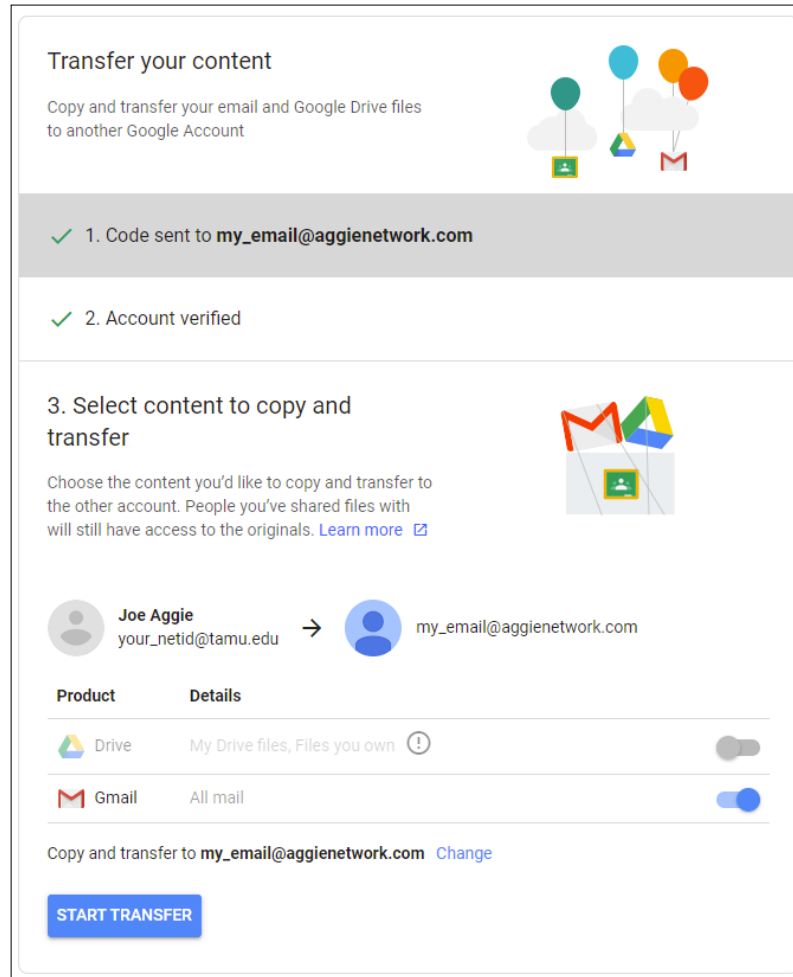


Fig. 8 Start Transfer

Depending on the size of your Texas A&M Gmail box, it may take a while for the transfer to complete. You will receive an email from Google once the transfer is complete.