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 Gmail and Google Drive content to your AggieNetwork.com email.

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 starting this process. Visit TX.AG/SharedFilesHelp for help with finding these files. Also note that content within Google Photos will not be transferred.

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, create and confirm the password you wish to use for the email account, then click Create Email Account.
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.

![Fig. 2 Aggie Account Gateway - Forwarding Settings](image)

Transferring Your Texas A&M Gmail and Google Drive Contents

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

1. **Login to your Texas A&M Gmail.**

   You might be prompted to login with your NetID and Password.
2. Visit takeout.google.com/transfer.

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

![Transfer your content](image)

**Fig. 3** Provide your AggieNetwork.com email address.

4. **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 TXAG/MyEmail if you need to change your AggieNetwork.com email password.*
5. You should find a verification email from Google in your AggieNetwork.com Inbox. Click the Get confirmation code link inside this email.

![Fig. 4 Verification Email]

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

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

![Fig. 5 Confirmation Code Screen]
7. **Paste your confirmation code, then click Verify.**

![Fig. 6 Entering Confirmation Code](image)

8. **Choose the content you wish to copy and transfer, then click **Start Transfer.**

Depending on the size of your account, it could take anywhere from a few hours up to a week for the transfer to complete. You will receive an email from Google once the transfer is complete.
Fig. 7 Selecting content for transfer.