



## Check or Transfer mail from Other Accounts Using Gmail

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If you would like to transfer mail for a staff or faculty account in a Brown department, we recommend consulting your department's computing representative for advice and assistance. In most cases, we would recommend against transferring mail from a Brown account to a consumer (gmail.com) account because Brown accounts have a contract with more privacy and security.

### Transfer All Mail and Check for New Mail

In order to do this, you will log into both accounts and change settings. A step-by-step guide is available at the following link:

- Google Support Article: [Check emails from other accounts using Gmail](#)

After you complete these steps, it may take a while for your old mail to be imported.

### Troubleshooting

If the instructions from the above guide do not work for you, try the following settings (per [Gmail's Mail Fetcher Support](#)) when adding your other account for import in your new gmail account's settings:

- Username: your full secondary Gmail address  
(ie, [yourname@gmail.com](#))
- Password: your Gmail password for your secondary account
- POP Server: [pop.gmail.com](#)
- Port: 995
- Leave a copy of retrieved message on the server: unchecked
- Always use a secure connection (SSL) when retrieving mail: checked

### Transfer Selected Mail

There's no easy way to transfer only some of your mail. We would recommend connecting both of your accounts to a mail client (program) like Thunderbird and dragging and dropping mail from one account to the other. Use the following guide to set up the client to connect to the account. Repeat for both accounts.

- Knowledge Base Article: [Configure Brown Email on Other Devices / Clients](#)