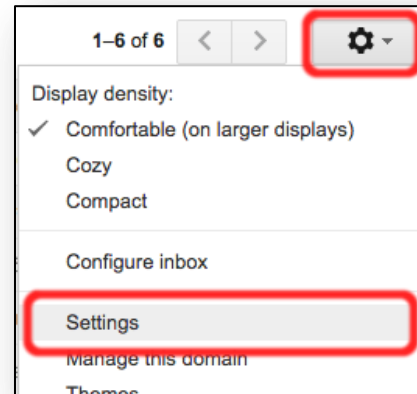


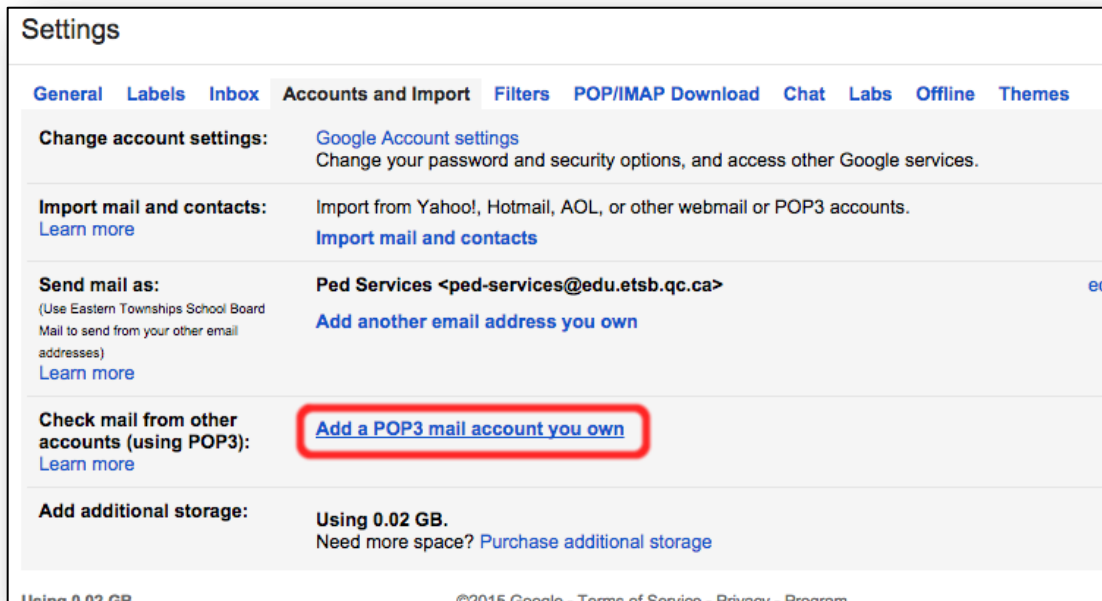
How to transfer Edu Groupe emails to Gmail

- 1- Login to Gmail with your @edu.etsb.qc.ca account. In order to do that, please look at this tutorial: <http://youtu.be/vgLt-XcxANc>

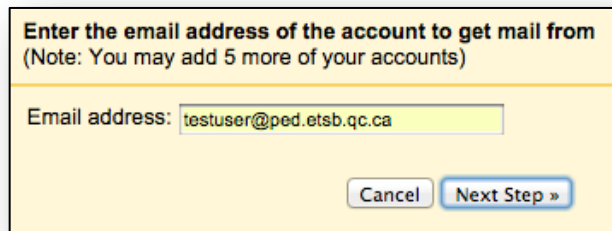


- 2- Click on the Gear icon / Settings :

- 3- In settings, click on 'Accounts and Import' menu and click on 'ADD a POP3 mail account you own' :




4- Enter the email address of your @ped.etsb.qc.ca account:



Enter the email address of the account to get mail from
(Note: You may add 5 more of your accounts)

Email address:

5- Type in your Username and Password. Check the 'Label incoming message' box so messages coming from Edu Groupe will be marked in your inbox. Check all the options as shown here:



Email address: **testuser@ped.etsb.qc.ca**

Username:

Password:

POP Server: Port:

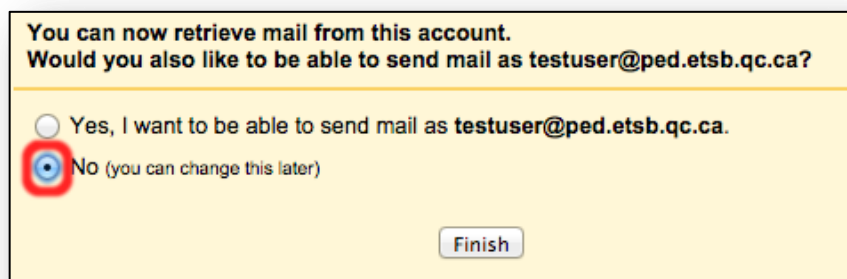
Leave a copy of retrieved message on the server. [Learn more](#)

Always use a secure connection (SSL) when retrieving mail. [Learn more](#)

Label incoming messages:

Archive incoming messages (Skip the Inbox)

6- At the question, would you also like to be able to send mail as yourid@ped.etsb.qc.ca, check No and click Finish.



You can now retrieve mail from this account.
Would you also like to be able to send mail as **testuser@ped.etsb.qc.ca**?

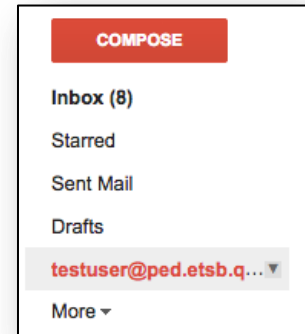
Yes, I want to be able to send mail as **testuser@ped.etsb.qc.ca**.

No (you can change this later)

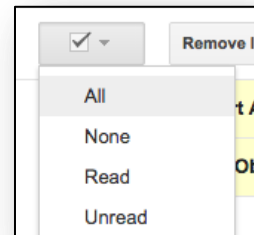
How to mark all those newly imported messages as read?

After the messages are done importing (this might take a while...) they will all be marked as unread in your Gmail inbox. You can mark them as read by following these 3 easy steps:

1- On the left pane, click on your ped email tag:



2- Click on the checkbox dropdown list and click on All:



3- Click on the 'More' dropdown list and click on 'Mark as read':

