



Forwarding student e-mail (CecilMail) to an external e-mail service

You can forward e-mail from your student e-mail to a personal account such as Yahoo!, Gmail, AOL, and others. The following two steps are necessary in order to enable e-mail forwarding: unlocking advanced settings and configuring e-mail settings to forward.

1 – Unlocking advanced settings

In order to utilize advanced e-mail settings within your student e-mail account, you will have to unlock CAPTCHA. This can be done by going to the following URL:

<https://www.google.com/a/chawk.cecil.edu/UnlockCaptcha>

On this page, you will enter your username, password (e.g., the same username and password used for my.cecil.edu and e-mail), and the character code (i.e., CAPTCHA) provided on the page. Then, you will click the 'Unlock' button.

*Unlocking CAPTCHA will fail if your student password is fewer than 6 characters. If your password contains fewer than 6 characters, then you will have to change your password (to contain 6 or more characters) using the link below and then return to the link above in order to unlock your account to utilize advanced e-mail settings:

https://my.cecil.edu/ics/Student_Home.jnz?portlet=Password_Management (also found under Help tab at my.cecil.edu)

2 – Configuring e-mail settings to forward

To enable e-mail forwarding within your student e-mail account, do the following:

1. Sign in to student e-mail at <http://chawk.cecil.edu>.
2. Click **Settings** at the top of any e-mail page, and open the **Forwarding and POP/IMAP** tab.
3. From the 'Forward a copy of incoming mail to' field in the Forwarding section, enter the e-mail address to which you would like messages forwarded (e.g., ceciltest@aol.com).

Settings

General Accounts Labels Filters **Forwarding and POP/IMAP** Chat Web Clips

Forwarding:

Disable forwarding

Forward a copy of incoming mail to and
keep Cecil College Mail's copy in the Inbox

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:

[Learn more](#)

1. Status: **POP is enabled** for all mail that has arrived since 7/30/09

Enable POP for **all mail** (even mail that's already been downloaded)

Enable POP for **mail that arrives from now on**

Disable POP

2. When messages are accessed with POP
keep Cecil College Mail's copy in the Inbox

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:

(access Cecil College Mail from other clients using IMAP)
[Learn more](#)

1. Status: **IMAP is enabled**

Enable IMAP

Disable IMAP

2. Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

Save Changes Cancel

- a. For your security, Google **may** send verification to that e-mail address.
- b. Separately open the e-mail account that you specified as the forward and find the confirmation message from the Gmail team.
- c. Click the verification link in that e-mail.

4. Back in your CecilMail account, select the action you would like your messages to take from the drop-down menu. You can choose to 'keep Cecil College Mail's copy of the message in your Inbox;' you can send it automatically to **All Mail**; **Trash**; mark as read; or archive the message.
5. After making changes, click **Save Changes**.
6. Test the settings by e-mailing your @chawk.cecil.edu address to see if messages forward to your other account.

Additional help and troubleshooting

Where references are made to username@gmail.com in the links below, simply replace them with your username@chawk.cecil.edu (e.g., cras9190@chawk.cecil.edu).

Additional information about forwarding settings:

<http://mail.google.com/support/bin/answer.py?hl=en&answer=10957>

Learn more information about e-mail settings:

<http://mail.google.com/support/bin/topic.py?topic=12772>

For technical assistance, e-mail helpdesk@cecil.edu or call 410-287-4357.