

Student email and Google Apps account

If you would like this document in an alternative format please ask staff for help. On request we can provide documents with a different size and style of font on a variety of coloured paper. Electronic versions can also be supplied.

Introduction

Your student email account, powered by Google, is a service provided to all students through X-stream. This guide is designed to show you how to access your student email and also explains several other important features.

You need to use your student email account because the University uses this address for any emails it sends to you. If you do not use it, you may find that you have missed out on important information relating to your course.

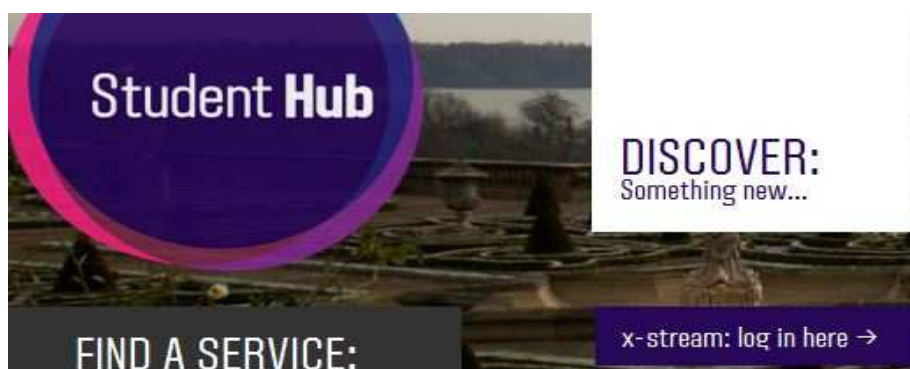
Accessing your student email and Google Apps account

- 1) Open the Leeds Metropolitan University homepage
www.leedsmet.ac.uk

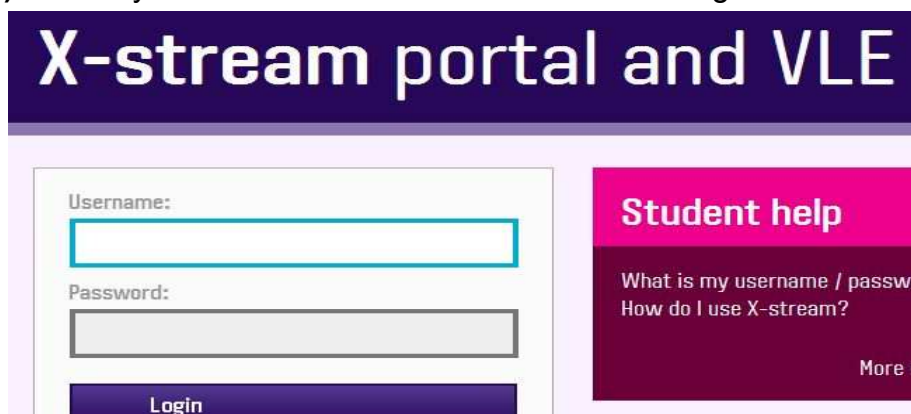
- 2) Click on the **Student Hub** button on the homepage.



- 3) Click on the **X-stream: log in here** button.



- 4) Enter your **Username** and **Password** in the Login box.



- 5) Your student email address is displayed in the My Info section of the Google Email section on the home tab of X-stream. For example:

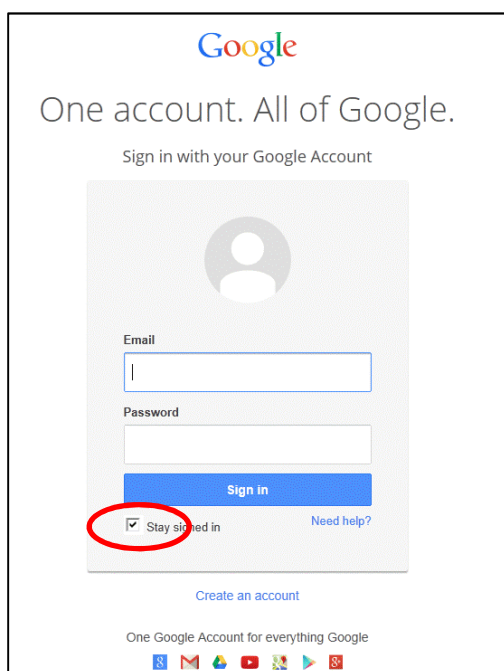
a.n.student1234@student.leedsmet.ac.uk



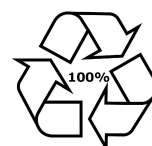
- 6) Click on the Email button



- 7) This is the Google Apps / email login screen. Enter your email address in the **Email** box and your password in the **Password** box. Note that your password is the same for both your Google Apps and X-stream accounts.

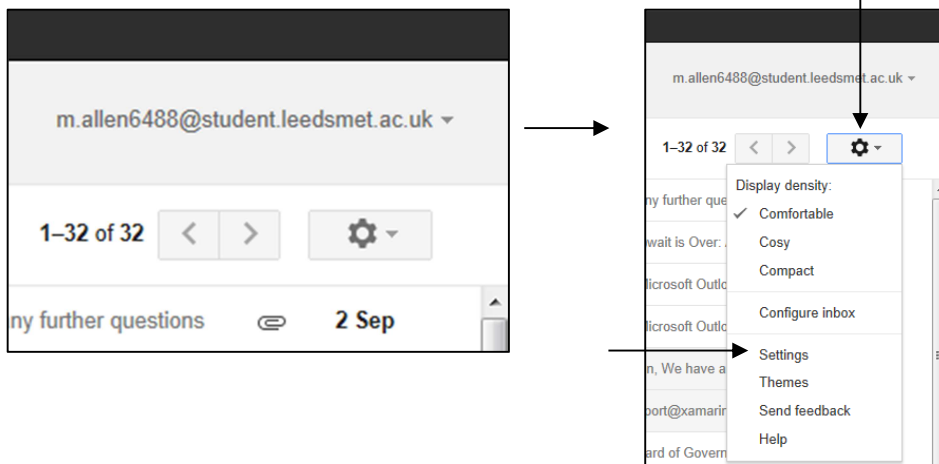


Please note the "Stay signed in" checkbox is selected by default on the new page. If you want to automatically sign out of Google Apps when you close your browser you need to untick this checkbox.



Forwarding email to another account

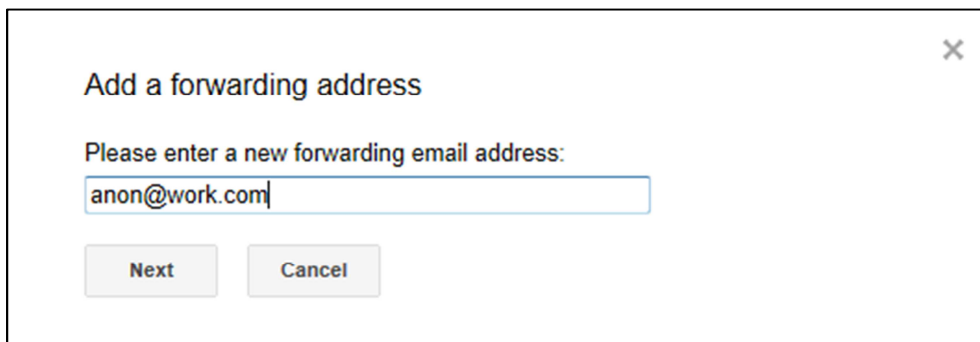
- 1) Click on the **Gear** icon in the top right hand corner of the page and click on **Settings**.



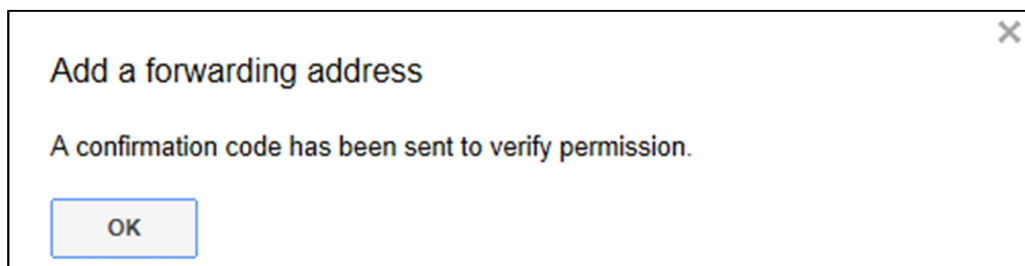
- 2) Click on the **Forwarding and POP/IMAP** tab.



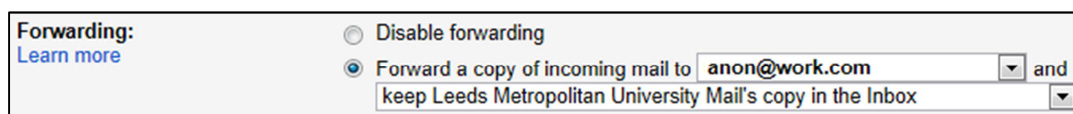
- 3) Click on the **Add a forwarding address** button and enter the address you would like your emails forwarded to. An example is shown below.

The image shows a dialog box titled 'Add a forwarding address'. It contains the text 'Please enter a new forwarding email address:' followed by a text input field containing 'anon@work.com'. Below the input field are two buttons: 'Next' and 'Cancel'.

- 4) Click the **Next** button, and then **Proceed**. A message will appear stating that a confirmation code has been sent to verify permission. Click **OK**.



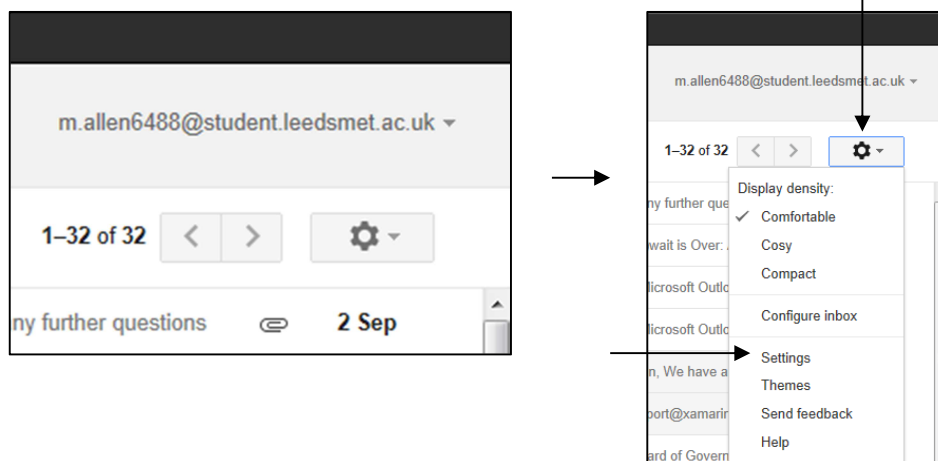
- 5) Log in to the email account you are going to be forwarding your emails to. You should find an email containing a link that you need to click in order to verify that your forwarding address is valid. When you click that link, you will get a Confirmation Success message.
- 6) If you return to the Forwarding settings in your student email, you can now click on the option Forward a copy of incoming mail to. This will enable forwarding.
- 7) You can use the drop down menu to choose whether you would like to keep a copy of your email in the Leeds Met inbox, archive it, mark it as read or delete it.



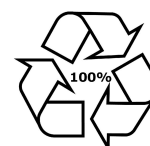
Backing up emails to your own PC

When your course finishes, your student emails are only guaranteed to stay in your account for a short time. You can back up the contents of your student email account to your own PC using a POP3 mail client application, such as Outlook or Thunderbird. To back them up to your PC, please follow these steps:

- 1) After accessing Google student email, click on the **Gear** icon in the top right hand corner of the page and click on **Mail settings**.



- 2) Click on the **Forwarding and POP/IMAP** tab and click the Configuration Instructions link.



- 3) Select the I want to enable POP option, and follow the instructions Google provide, selecting the appropriate email program to your PC.

You can look up the correct settings after selecting your mail client, then clicking on OK, Confirm my settings

For further help and if you experience any problems configuring your email client, please contact your email client's support department.

Further help

Library staff are always happy to help with any queries you may have.

- **Phone Us (0113) 812 1000** - you can also get 24/7 IT support on this number
- **Email Us or Chat with Us** - via the Need Help? page on Library Online <http://libraryonline.leedsmet.ac.uk>
- **Visit Us** - come to the Help and Information Points for Library account and borrower enquiries, IT support and help with research or finding information

Feedback

Does this document tell you what you want to know? Please tell us what you think by filling in a What's Your View? card available from each Library or Library Online. Please include details of the document title.

