Redirect Exchange messages to Gmail

There are two ways to get your messages to automatically go to Gmail. You can have Exchange push the messages to Gmail (this server leaves a copy) or you can have Gmail pull the messages (with or without leaving a copy).

1 - To have Exchange push the mail, login to the Exchange web client by going to http://my.jh.edu and highlight the Messaging icon and click on Outlook. When that loads, click on Options (or the gear) in the upper right corner and Select Set automatic replies. Then Click on Inbox Rules and New (+) then More Options.

On this screen try the following:

Name of Rule: “Forward to Gmail”

When the message arrives: “Apply to all messages”

Do the following: Forward, redirect, or send then click on Redirect the message to... This will pop up a Webpage Dialog window – at the bottom just type your Gmail address in to the To: field and click Ok.

When you get back to the former window click Save.

Send a message or two to verify the redirection.

2 - To have Gmail pull the mail. Open Gmail and go to the gear menu and then Settings and then Accounts and Import. Go to “Check mail from other accounts (using POP3)” and click on “Add a POP account that you own”. Put in your Hopkins alias to identify the account and click on “Next Step”. Put your JHED ID in username, your JHED password in password and click on the pull down menu for POP Server and select “Other”. Type in mobilepop.johnshopkins.edu, decide whether to keep the mail on the Exchange server, keep SSL checked and Click on “Add Account”. You should see your inbox count start to go up as the mail is pulled in.