Adding Other Email Accounts to Your Student JagMail Account

1) Sign into your student JagMail account at https://www.google.com/a/jagmail.southalabama.edu

2) Click on the gear icon to right of your e-mail address and select Mail settings.
3) Click on **Accounts**.

4) Click on **Add a POP3 mail account you own**.
5) Enter the **email address** of the account and click **Next Step**.

6) Enter your **password** for that account and click **Add Account**.
7) On the next screen, select **No** and click **Finish**.

8) Click on **Mail** to return to your JagMail mailbox. You can see that the hotmail account is added to your JagMail account. To speed up the retrieval of your messages from that account you can click on **Checking mail** option and switch to your **Inbox view**.
9) The messages from the added account will be identified by a label that precedes the Subject of the message. You can format your “Another Account” label with colors, stars and other attributes if you click on the drop-down arrow next to its name in the left pane.

NOTE: You can add up to 5 other POP3 email accounts to your JagMail.

10) Let’s color it green and see how easy it is to spot the messages from the hotmail account in your JagMail Inbox.
To remove the account

1) Click on the **gear icon** to right of your e-mail address and choose **Mail Settings**.

![Mail settings](image1)

2) Click on the **Accounts** tab.

![Accounts tab](image2)

3) Click on the **delete** option which is to the right of the email address you want to remove.

![Delete option](image3)

4) Click on **Mail** to return to your JagMail mailbox. You will no longer receive messages in your JagMail inbox from the removed email account.