

Forwarding Trumpeter email to Gmail

Learning guide

Instructions

Trumpeter

- Go to <http://trumpeter.tufts.edu> and log in with your Tufts email username and password. If you don't know it and need it reset, send an email with a copy of your student id or license to classroomsupport@ase.tufts.edu

Note: Usernames and passwords are case sensitive

Trumpeter Username:

Trumpeter Password:

- On the left hand side, click on “Manage Your Account”

Trumpeter Email Services

- [Manage your account](#)
- Webmail
- Documentation
- System Announcements

- On the bottom, click on “configure mail forwarding”

Trumpeter Email Account

Account: student01@trumpeter-store.tufts.edu	Submitted: 06/18/07 10:22:39
Submitted by: Trumpeter Administrator	Submitted via: Trumpeter FastTrack tool
Email quota: 700.0 MB	Used: 0.0 MB
Incoming email: will be saved in this mailbox will not return a vacation message	<input type="button" value="configure mail forwarding"/> <input type="button" value="configure vacation message"/>

- In the space provided, type in your Gmail email address.

- Decide if you want a copy of all your emails to remain in your Trumpeter mailbox, or just all be forwarded without saving a copy in Trumpeter.
- Click “Update Delivery Settings”.

Update Delivery Settings for student01@trumpeter-store.tufts.edu

This form allows you to update delivery settings for incoming mail addressed to your Trumpeter Account (student01@trumpeter-store.tufts.edu).

Save inbound mail in your Trumpeter Account mailbox?

Forward inbound mail to the following addresses:

joesmoe@gmail.com

- ***NOTE:** From this point on, all mail sent to your Trumpeter Account will be forwarded to your Gmail Account. This **DOES NOT** forward any mail currently located in your Trumpeter Account mailbox.*

Gmail

The next step is setting up your @tufts.edu account through Gmail so that you can send emails from your @tufts.edu account and not your personal Gmail account without having to log into Trumpeter.

- Log into Gmail and click on “Settings” in the upper right hand corner

[student@gmail.com](#) | [Settings](#) | [Older version](#) | [Help](#) | [Sign out](#)

- In the Accounts Tab, click on “Add another email address you own” in the “Send Mail As:” section

Settings

[General](#) | [Accounts](#) | [Labels](#) | [Filters](#) | [Forwarding and POP/IMAP](#) | [Chat](#) | [Web Clips](#) | [Labs](#) | [Themes](#)

Send mail as:
(Use Gmail to send from your other email addresses)

student <student@gmail.com>

[Add another email address you own](#)

- Enter your Tufts email address in the “Email Address section”. Click Next Step.

Add another email address you own

Enter information about your other email address.

(your name and email address will be shown on mail you send)

Name:

Email address:

[Specify a different "reply-to" address](#) (optional)

- Click “Send Verification”. Once you log into webmail and verify the email address, you’ll be able to send emails as @tufts.edu through your Gmail account.

Add another email address you own

Verify your email address

Before you can send mail as **student01@tufts.edu**, we need to verify that you own this email address. To perform the verification click "Send Verification". We will then send an email to **student01@tufts.edu** with instructions on how to verify your address.