

Bucks County Community College Email (BucksMail) Powered by



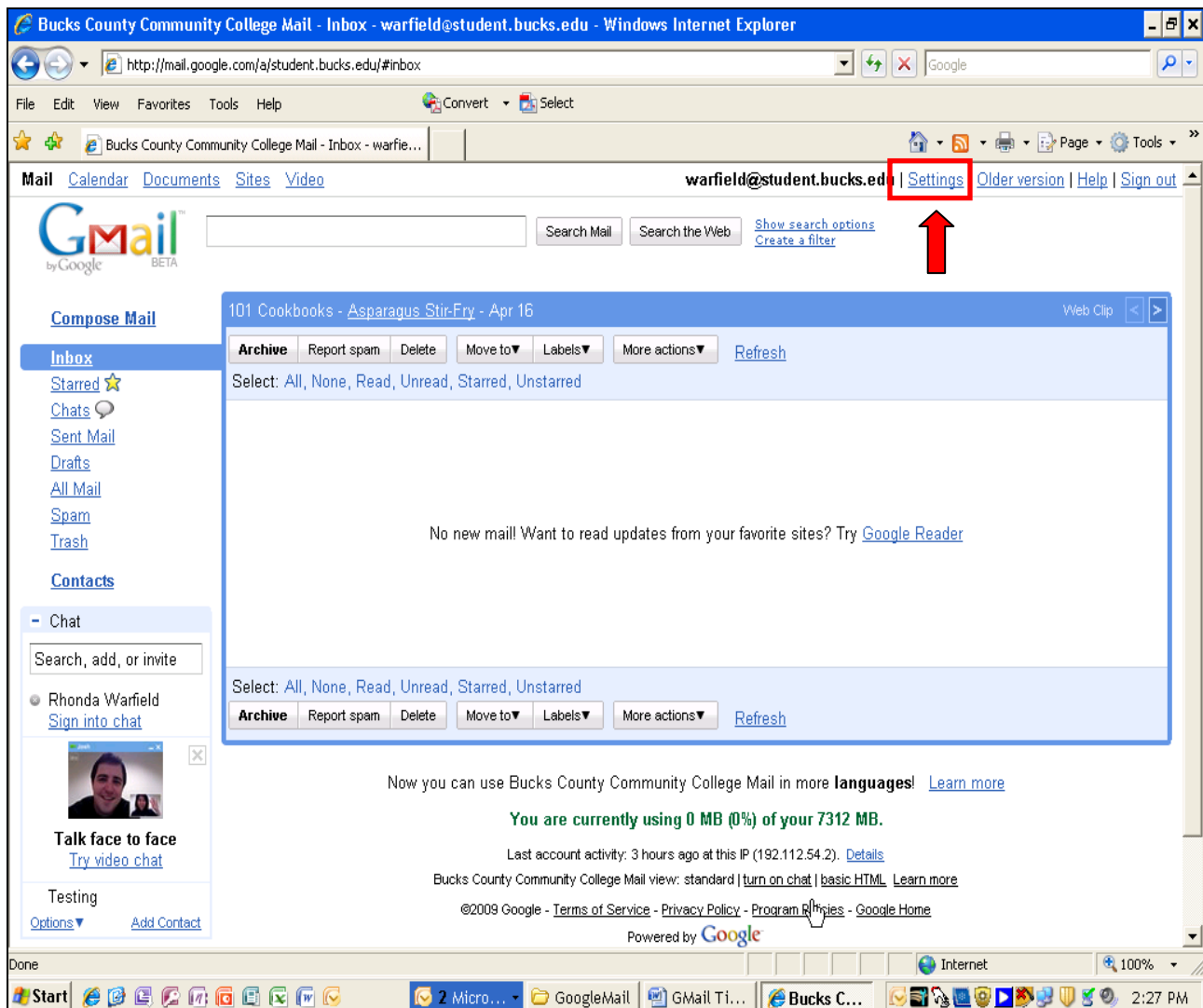
Help Tips for Students

1. I forgot my password. How can I reset it?

- Call the BCCC help line 215-968-8191, email operator@student.bucks.edu

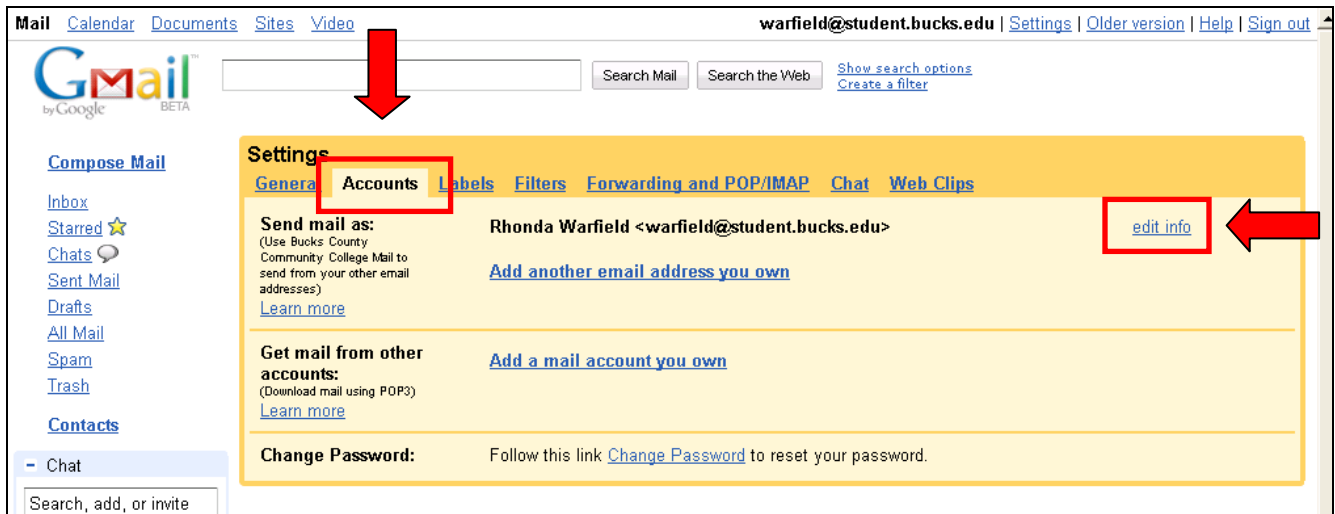
2. I noticed my full name displays in my email address. How do I get Google to stop displaying my name in my email address?

- Log into your BucksMail (Gmail) account.
- Click the **Settings** link.



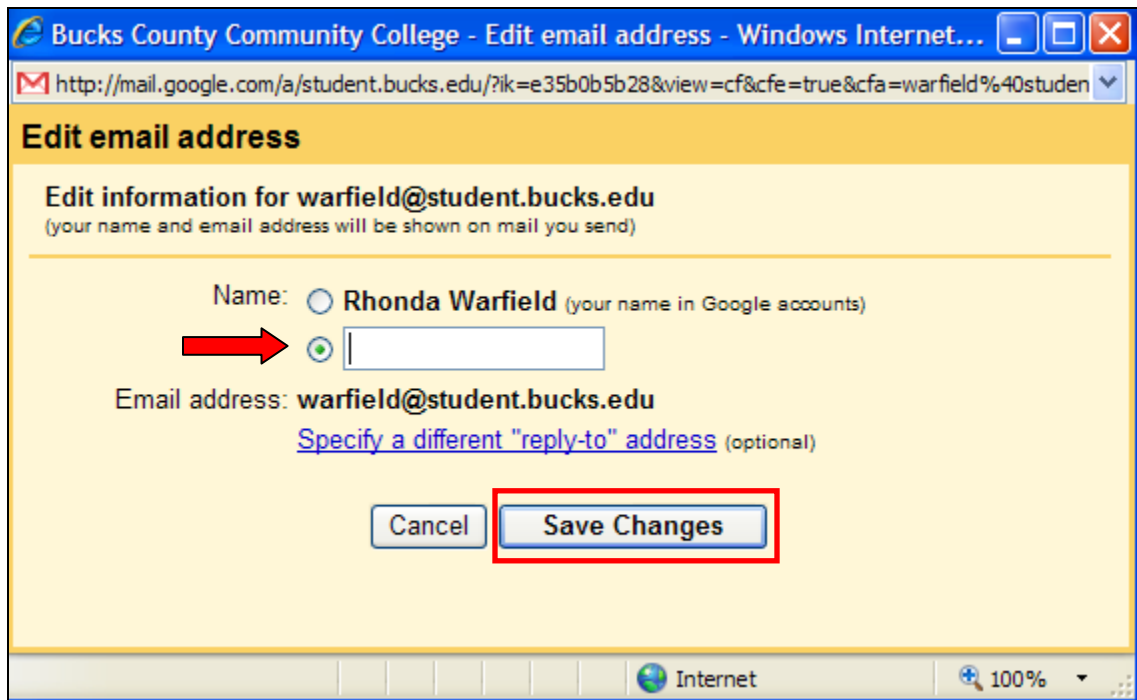
The screenshot shows the Gmail interface for a Bucks County Community College student. The browser window title is "Bucks County Community College Mail - Inbox - warfield@student.bucks.edu - Windows Internet Explorer". The address bar shows "http://mail.google.com/a/student.bucks.edu/#inbox". The navigation bar includes "Mail", "Calendar", "Documents", "Sites", "Video", and "warfield@student.bucks.edu | Settings | Older version | Help | Sign out". The "Settings" link is highlighted with a red box and a red arrow. The main content area shows an email titled "101 Cookbooks - Asparagus Stir-Fry - Apr 16". The left sidebar includes "Compose Mail", "Inbox", "Chats", "Sent Mail", "Drafts", "All Mail", "Spam", "Trash", and "Contacts". The bottom status bar shows "You are currently using 0 MB (0%) of your 7312 MB." and "Last account activity: 3 hours ago at this IP (192.112.54.2)."

- Click the **Accounts** tab.
- Click the **edit info** link.



- Go to **Name:** and click radio button next to white box. Leave blank.
- Click the **Save Changes** button.

Your name will no longer display.



4. How do I download messages from Gmail's servers onto my computer so I can access it with Microsoft Outlook/Outlook Express, Netscape Mail, iPhone, etc....?

POP, or **Post Office Protocol**, lets you download messages from Gmail's servers onto your computer so you can access your mail with a program like Microsoft Outlook, Outlook Express or Netscape Mail, even when you aren't connected to the Internet.

- Go to Settings then click the **Forwarding and POP/IMAP** tab.
- Go to the **POP Download:** area and select **Enable POP for all mail** or **Enable POP for mail that arrives from now on**.
- Choose the action you'd like your Gmail messages to take after they are accessed with POP.
- Go to the **Configuration Instructions** link for a listing of mail clients and to learn how to configure your POP.
- Click the **Save Changes** button.

The screenshot shows the Gmail Settings page with the 'Forwarding and POP/IMAP' tab selected. A red arrow points to this tab. Below it, the 'POP Download:' section is highlighted with a red box and a red arrow. The 'POP Download:' section includes a 'Learn more' link and three radio button options: 'Enable POP for all mail (even mail that's already been downloaded)', 'Enable POP for mail that arrives from now on', and 'Disable POP'. The first option is selected. Below this, there are two sections for 'When messages are accessed with POP' and 'Configure your email client'. At the bottom, the 'Save Changes' button is highlighted with a red box.

Note: For Instructions on how to forward your BucksMail (Gmail) to another email account (such as Yahoo) go to on the BucksMail home page <http://www.bucks.edu/online/bucksmail/> and click the **Forwarding Help** link.

The screenshot shows a 'Help Files' menu with three items: 'GMail Help', 'GMail Tips for Students', and 'Forwarding Help'. The 'Forwarding Help' item is highlighted with a red box.

Help and Support: Call the BCCC help line 215-968-8191, email operator@student.bucks.edu, or go to <http://mail.google.com/support/>