


# GET YOUR NEW COLLEGE EMAIL ACCOUNT

## In 4 Easy Steps

Activate your email account to get **important** information from the school regarding classes, your financial aid, etc. To get started, simply follow these easy steps:

1. Using Internet Explorer, go to my.maricopa.edu
2. From the **Student Center** tab select the Google Apps link on the right:  

3. Login using your my.maricopa user id and password. If you don't have a my.maricopa account, go back to <http://my.maricopa.edu> to set one up.



4. Type the characters in the box provided, then accept the Google agreement:



I accept. Create my account. 

Begin to use your new college email! It is yours for as long as you want to keep it. Your email address will be: **Your MEID@maricopa.edu**

Example: ELAMN13456@maricopa.edu

# Forwarding college email to another account

Your new [MEID@maricopa.edu](mailto:MEID@maricopa.edu) email account will be your official student account. It will also be the account used in your Blackboard courses. **You should check your [MEID@maricopa.edu](mailto:MEID@maricopa.edu) email often so you don't miss important college related communications.** You may want to forward your [MEID@maricopa.edu](mailto:MEID@maricopa.edu) messages to an email account you use on a regular basis. To do so, follow the steps below:

1. Login to your college email account using your MEID and password.  
From the **Student Center** tab select the Google Apps link on the right:

[ources](#) [GoogleApps@Maricopa](#) [search catal](#)

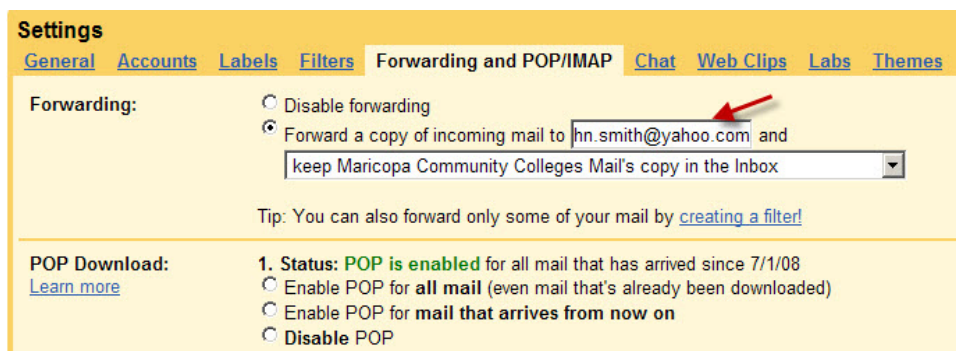
2. Under the **My Tools** box click on the “My Gmail” link:



3. Click on “Settings” at the top right: [@maricopa.edu](#) | [Settings](#) | [Older version](#) | [Help](#) |

4. Select “Forwarding and POP/IMAP”: [Settings](#)  
[General](#) [Accounts](#) [Labels](#) [Filters](#) [Forwarding and POP/IMAP](#)

5. Under “Forwarding”, Select “Forward a Copy of Incoming Mail to.” Type the email address to which you want school emails forwarded in the box and click “Save Changes”:



Save Changes