

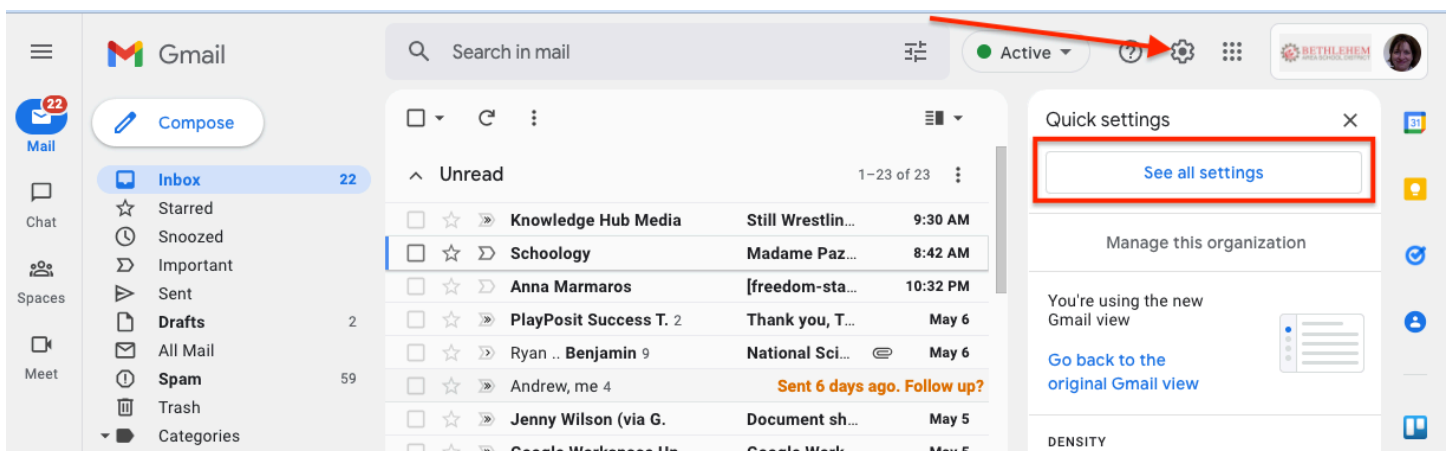
Transitioning basdschools.org Mail to Personal Email 2024-2025

When the Class of 2025 students graduate, their basdschools.org Google accounts will be deactivated on July 1, 2025. **Once the accounts are disabled on July 1st, students will not be able to access their BASD email account after that date.** Students should take steps to ensure they do not lose messages that are important to them and inform their email contact list that their email address will be changing.

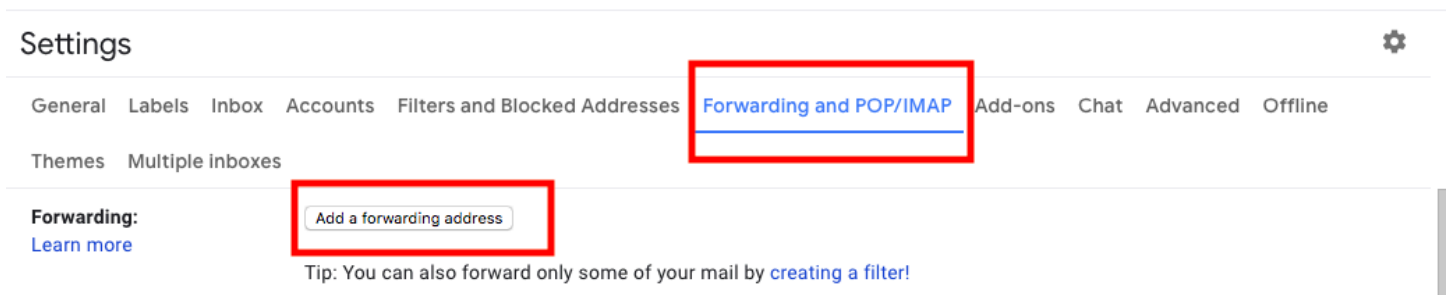
If you do not have a gmail or personal google account, you can set a free personal Gmail account at mail.gmail.com.

Forwarding basdschools.org Gmail to Your Personal Email Account

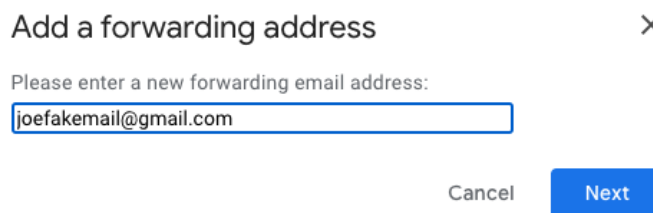
1. After you set up your gmail or other personal email account, log into your basdschools.org email and look top right for the gear icon. Click the drop down arrow. Choose Settings.



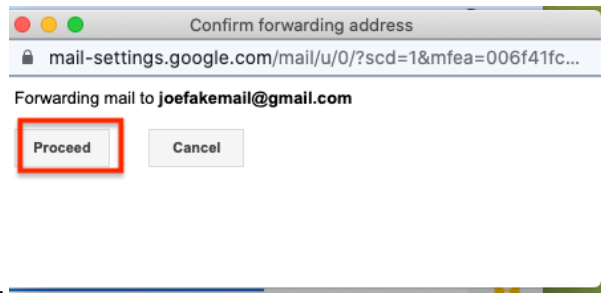
2. When in settings, choose: Forwarding and POP/IMAP .



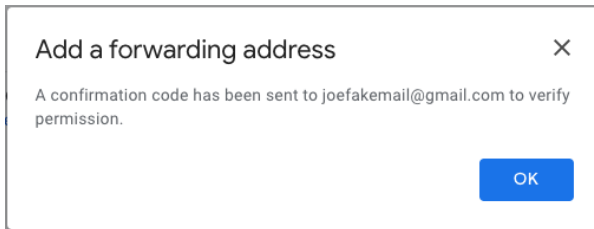
3. Then click the Add a forwarding address button. Enter your personal email address and press Next.



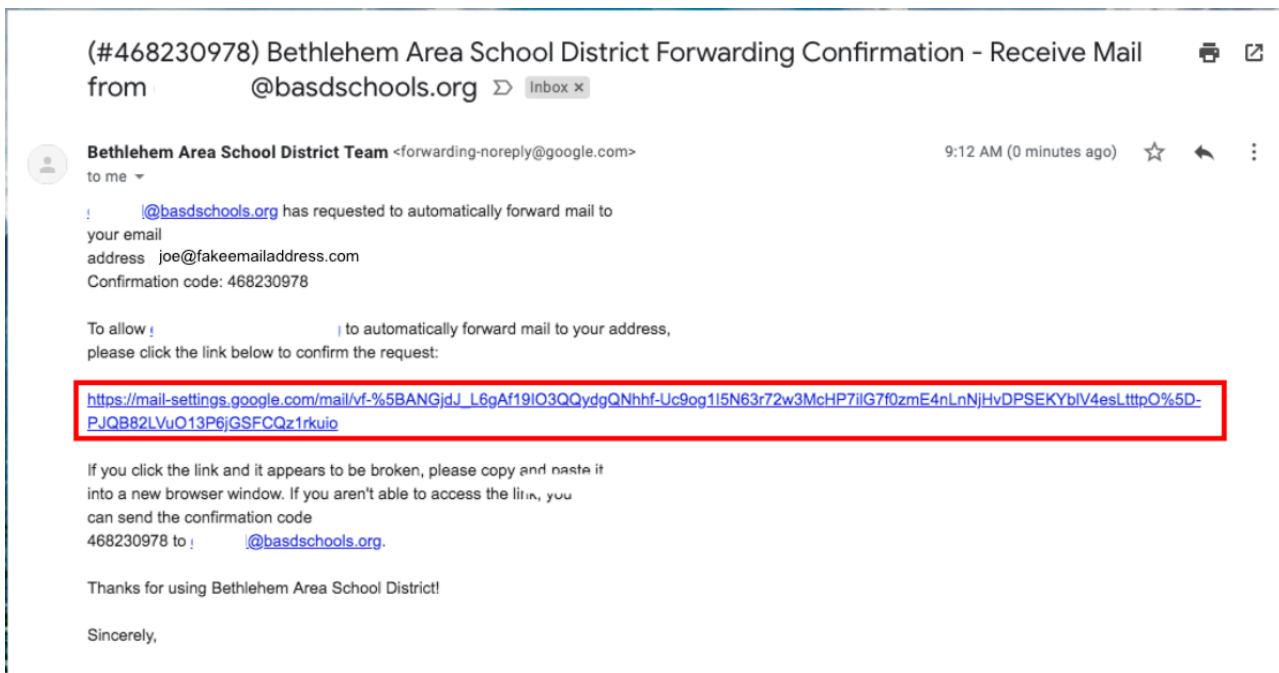
4. A pop up window will appear asking you to confirm forwarding. Clicking on Proceed.



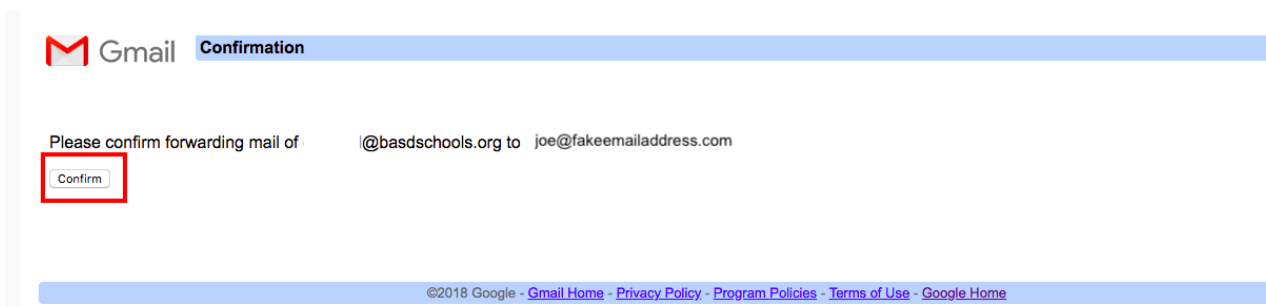
You should then see a message that your request has been sent.



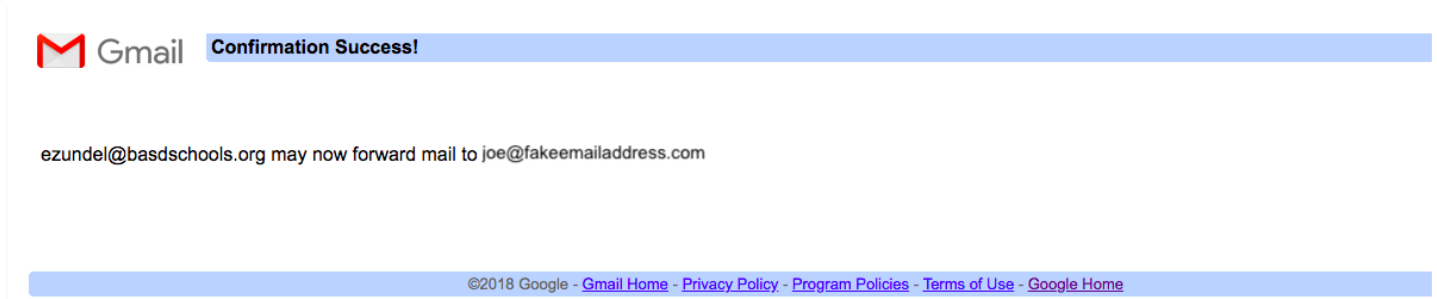
4. Check your personal email account. You should receive an email from Google that will ask you to confirm forwarding. **Click on the link** to confirm you want your BASD email to forward to your personal email address.



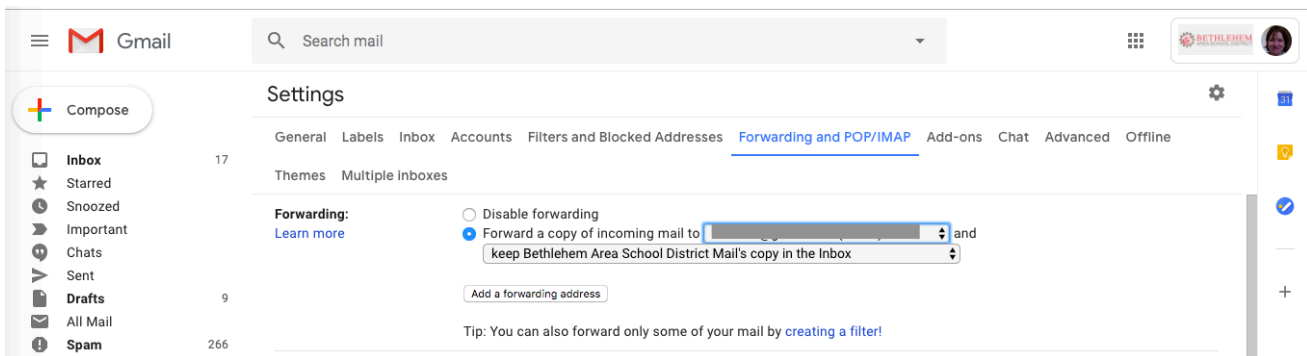
5. Press the confirm button.



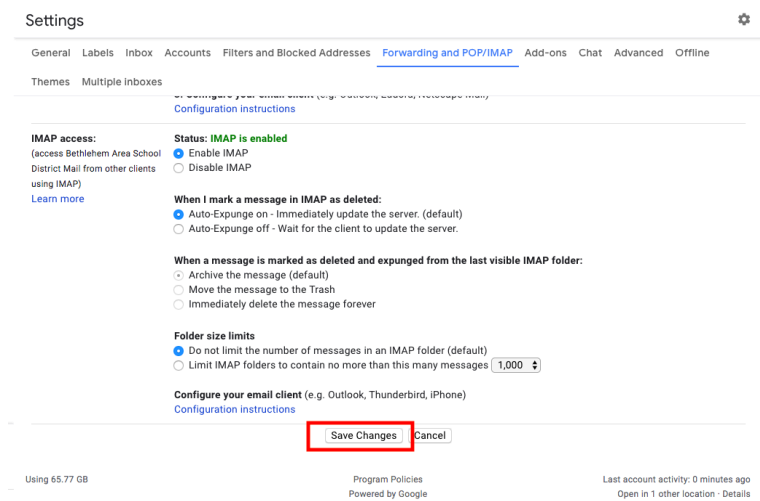
You should then see a message that it was successful.



6. Go back to your BASD Gmail account > Settings > Forwarding and POP/IMAP and click on the **Forward a copy of incoming mail to personal email address AND keep Bethlehem Area School District's Mail's copy in the inbox.**



7. **IMPORTANT:** Click on **Save Changes** at the bottom of the page.



8. This will copy your new incoming basdschools.org email into your gmail right away. This means that anything that is sent to your BASD Google email will also be sent to your personal email. It will NOT collect email after your account is terminated.

Notify Everyone of Your New Email Address!

Send an email out to everyone in your contact list.

Dear Colleagues, Mr. or Ms. _____

I have a new email address. It's _____.

Please be sure to email me at this new account from now on.

Sincerely,

Saving All Your Old Email

Do you really want to?

Your **BEST** option is to simply open each email that you want to keep and forward it to your personal email address. This is tedious if you have a lot of email, but it will clean up the clutter for sure and you will feel totally refreshed!