Getting Started with Gmail (first time user of gmail.maine.edu)

One of the simplest places to access most of the University's digital resources is through the portal – that is, mycampus.maine.edu. You use your MaineStreet credentials (username and password) to log in here, and it allows access to many single sign on resources like MaineStreet, Concur, Blackboard, Gmail, etc.

In the top left corner, you will see the LaunchPad – this gives you quick access to a number of resources.

The first time you log into your maine.edu Gmail account, you may be asked to verify your identity and agree to the terms and conditions. After doing this you will be logged in to your Gmail account.

To change forwarding of maine.edu Gmail:

Login to your Gmail account. Go to Settings, Forwarding and POP/IMAP.

To stop your maine.edu mail from being forwarded to another place, click the button for Disable forwarding.
Now you will see any email sent to your_username@maine.edu in your Gmail mailbox.

You can set up an auto-reply in FirstClass to redirect senders to your maine.edu address.

To set up Auto-reply (to notify senders of your "new" email address):
- Open your First Class client and click on Edit, Preferences tab at the top of the client. This should open a new preferences box. Click on the Messaging tab, which will then open the Mail Rules tab.
- Under "Reply preference:" select "Reply Sender"
- Under "Automatically reply to:" select local and or internet mail.
- Under "Reply text:" put the message you want to go back to the sender
- Hit OK. Now any mail that is received in your FirstClass email will get an automatic reply informing senders of your new email address.