




Syncing your CBC email to Gmail

To get started you will need a computer to login to, your CBC email username and password, as well as your Gmail username and password.

1. Login to Gmail
2. Click the  icon in the top right.
3. Click Settings
4. At the top are several options. Click on Accounts & Import
5. Click on Add a POP3 email account you own
6. Type in your WHOLE CBC email address. *Ex) Doe1111@study.coastalbend.edu*
 - Click Next Step
7. For Username: enter your WHOLE CBC email address again.
 - Your password is your Student ID (unless you have changed it)
 - For POP Server: remove the word study.
 - Check the first box “leave a copy...”
 - Click Add Account
8. Click the bubble for “Yes, I want to be able to send mail as...”
 - Click Next Step
9. For Name: add your name or your CBC email address
 - Check the box
 - Click Next Step
10. Click the bubble to “Send through Gmail”
 - Click Next Step
11. Click Send Verification.
12. Open a new tab
 - Login to your CBC email
 - Open the email from Gmail team
 - Click the Verification link
 - A Confirmation Success note should pop up.
 - You can log out of CBC email

Note: Syncing may take a few hours. If you receive Gmail notifications on your Smartphone, you will begin to receive CBC emails through Gmail.

For the instructional power point, please view: www.coastalbend.edu

Online Resources tab (blue bar on bottom)
Email Sync