Gmail & Google Apps for Canisius Students

Syncing Gmail with Email Clients, Smartphones & Mobile Devices:
Google provides instructions to help you sync Gmail on any tablet or smartphone, such as an iPhone/iPad, Blackberry, or Android device.

Important:
When Google’s instructions tell you to enter your username be sure to enter your full Canisius Google apps address. e.g. username@my.canisius.edu

- Adding Canisius Gmail Account to the iPad, iPhone or iPod
- Adding Canisius Gmail to an Android device
- Manual configuration settings for Mobile and Desktop clients (ex. Outlook)

Configuring Gmail to Forward Messages:
If you would prefer to have your Canisius email messages forwarded to another account, the following Google document will provide instructions: Forwarding Email with Gmail.

Tutorial Information for Google Apps.
<table>
<thead>
<tr>
<th>Graduating Class</th>
<th>Account Disable Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>June 1, 2023</td>
</tr>
<tr>
<td>2018</td>
<td>June 1, 2024</td>
</tr>
<tr>
<td>2019</td>
<td>June 1, 2025</td>
</tr>
<tr>
<td>2020</td>
<td>June 1, 2026</td>
</tr>
<tr>
<td>2021</td>
<td>June 1, 2027</td>
</tr>
</tbody>
</table>

Note: If you return to Canisius for additional coursework or graduate school your Google Workspace account will be extended.

Notifications to all alumni regarding this change are being sent prior to June 1, 2022.

Note that forwarding email to another account, while acceptable, will not result in continued delivery beyond the date a Canisius Google account is disabled. Once the Canisius Google account is disabled, the email address ceases to work.

If you’d like to save any data in your Canisius Google account, go to https://support.google.com/accounts/answer/3024190?hl=en for some suggestions regarding downloading your data.

Google also provides a service to transfer data from a Google Workspace (e.g. Canisius Google) account to a personal Google (@gmail.com) account. Link is at https://takeout.google.com/transfer

Canisius wants to encourage all Alumni to keep in touch with the campus community. Please visit the link below and be sure your contact information is up to date.

https://www.canisius.edu/student-experience/student-support-services/resources-graduates

If you have any questions regarding this policy change, please contact the ITS Help Desk at helpdesk@canisius.edu or call (716) 888-8340.