How to sync Office 365 email with Gmail

Office of Academic Computing
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Why would you want to sync your Office 365 email account with Gmail?

• Send and receive emails from multiple accounts at one website location
• Sync Gmail with all of your devices
• Avoid lengthy login process every time you want to send an email from your Hopkins account
Why would you **not** want to sync your Office 365 email account with Gmail?

- At this time, Gmail services are not HIPAA compliant. This means that patients’ protected health information (PHI) cannot be sent via Google mail servers without the use of 3rd party encryption services.

- Microsoft Office 365 email provided by Hopkins is currently compliant with electronic PHI.

- While Gmail is helpful for students to organize and manage their email, it is prohibited by Hopkins policy and is a potential violation of federal law if your correspondence includes patient information.

- If your position requires you to include PHI in your email correspondence, your Hopkins email account may not permit email forwarding your mail as demonstrated below.

- For more information, visit:
  
  
  [http://www.hopkinsmedicine.org/administrative/hipaatcompliance.html](http://www.hopkinsmedicine.org/administrative/hipaatcompliance.html)
Step 1: Log in to https://gmail.google.com with your Gmail username and password
Step 2: Click on the Gear Icon and then click on ‘Settings’ (not shown)
Step 3: Click on ‘Accounts’
Step 4: Click on ‘Add another email address you own’
Step 5: Type in your name and preferred JHED alias
Step 6: Make sure ‘Treat as an alias’ is unchecked – then click ‘Next Step’
Step 7: Mark ‘Send through Gmail’ – then click ‘Next Step’
Step 8: Click ‘Send Verification’ to send a code to your Hopkins email.
Step 9: Minimize this window while you retrieve the verification code
Step 10: Go to https://my.johnshopkins.edu/ and click ‘Login’
Step 11: Log in using your JHED ID and password
Step 12: Click ‘Messaging’ and then click ‘Office 365’
Step 13: Locate the email from the Gmail Team and click the link provided (or copy and paste the code into the window we minimized)
**Step 14:** Now you can use Gmail to send emails from your Hopkins alias, but we still need to forward your Hopkins emails to your Gmail account.

The Gmail user may now send mail as culbertson@jhmi.edu.

Click here to return to your Gmail account: [http://mail.google.com](http://mail.google.com)
Step 15: Go back to your Office 365 Mail account and click ‘Options’ and then click ‘See All Options...’
Step 16: Click ‘Forward your e-mail’
Step 17: Type in your Gmail address
Step 18: Make sure ‘Keep a copy of forwarded messages…’ is unchecked – otherwise you will have unnecessary email duplicates.
Step 19: Click ‘Save’ and sign out of your Microsoft 365 account
Step 20: If you already clicked the activation link from before, click ‘Close window’ – otherwise, paste the confirmation code and click ‘Verify’
**Step 21:** You can add multiple email accounts so all your mail is directed to one inbox – choose which address you want to make default.
Step 22: Make sure ‘Reply from same address...’ is marked – then click ‘General’
Step 23: Scroll down to the Signature section and select your newly added alias.
Step 24: Enter your signature and then scroll down to click ‘Save Changes’
Note: For tips on how to write a professional signature block, go to http://brand.hopkinsmedicine.org/gui/content.asp?w=pages&r=5&pid=201
Step 25: To send a message using your Hopkins alias, click ‘COMPOSE’
Step 26: Click the down arrow next to your default email address and select the address you want to send the email.
Step 27: The appropriate signature block will appear and your email will be sent from your desired account.
Note: For iPhone/iPad users, Apple’s Mail app does not currently support sending messages from other email aliases – However, Google’s Gmail app does support this feature.