

Accessing myHeartland Email directly in Gmail

Heartland Community College – Information Technology

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In order to set up your my.heartland.edu email account on a mobile device or to access your HCC email directly from Gmail.com, follow the directions below:

Log into my.Heartland.edu click on **Manage My Password** and change (NOT RESET) your password.

The screenshot shows the myHeartland website interface. At the top, there is a navigation bar with 'Login' and 'Tech Support' links. Below this is a 'Welcome' section with tabs for 'Welcome' and 'Help'. The main content area is divided into several columns:

- Welcome:** A section titled 'Welcome to myHeartland' with a 'Maximize' button. It contains introductory text and a list of services: IRIS, Internet Registration, Information & Services; Blackboard, online course management system; Heartland Email (including myMail and Outlook); Library Services; Network File Storage; College Announcements; and Class Meeting Cancellations.
- First Time Using myHeartland?:** A section with a 'Maximize' button. It contains instructions for new users to create a password using 'Manage My Password' and to update security questions.
- Important Information:** A section with a 'Maximize' button. It includes sub-sections for 'Login Changes', 'On Campus', and 'Off Campus', each with brief explanatory text.
- Outages and Alerts:** A section with a 'Maximize' button. It contains a table of system outages.

Outage	Date/Time	Reason
Blackboard	Fridays at midnight until Saturday mornings at 8:00 a.m.	Routine maintenance
myHeartland	Saturday mornings from 6:00 - 8:00 a.m.	Routine maintenance
Outlook	Fridays from 8:30 p.m. until 6:30 a.m. on Saturday mornings.	Routine maintenance

The 'How do I change my password?' section is highlighted with a red box. It contains the following text:

How do I change my password?
Login to [Manage My Password](#) to change your password. You must know the last four digits of your social security number, your date of birth, your login name and ID# (found on your student ID or class schedule).

The screenshot shows the 'Manage My Password' page. At the top, there is a navigation bar with the Heartland Community College logo and a dropdown menu for 'myHeartland' information. Below this is a 'Home' link and a dropdown menu for 'Manage My Password'. The main content area is divided into several sections:

- Manage My Password:** A section with a 'Maximize' button. It contains sub-sections for 'Password Policy' and 'Security & Appropriate Use Policy'.
- First-Time Login:** A section with a 'Maximize' button. It contains a list of steps: 1. Create a password; 2. Secure your account with security questions. It also contains text stating that users cannot recover their account unless they set answers for their security questions.
- Create or Reset Password:** A section with a 'Maximize' button. It contains text explaining that users can create or reset their password by answering security questions.
- Change Password:** A section with a 'Maximize' button. It contains text explaining that users can change their password by answering security questions. This section is highlighted with a red box.
- Secure Account:** A section with a 'Maximize' button. It contains text explaining that users can update their security question answers to reset their password if forgotten. It also contains a strong recommendation to set security questions to secure the account.
- Unlock Account:** A section with a 'Maximize' button. It contains text explaining that users can unlock their account by answering security questions. It also contains text stating that the account may become 'locked' by typing too many incorrect passwords.

1. Click on the **Change Password** button.



Update Password

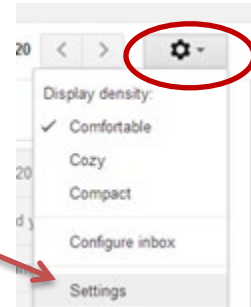
jsmith01
Old password
New password
Confirm new password

Submit Cancel

Your new password must be minimum of eight characters; must contain at least one upper case letter, one lower case letter, and one number; cannot not include your Full Name or Login Name; and cannot be same as any previously used HCC passwords.

2. The Update Password screen opens, enter your login name in the first box.
3. Enter your current password
4. Create your new password, following the password policy.
5. Confirm your new password.
6. Your password has been updated; you may close this browser window.

7. Go to Gmail, then click on the settings icon in the upper right hand corner and choose **Settings**.
8. Click on the **Accounts** tab.



General Labels Inbox **Accounts and Import** Filters Forwarding and POP/IMAP Chat Web Clips Labs Offline Themes

9. Then choose **Add another email address you own**

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Change account settings: [Change password](#)
[Change password recovery options](#)
[Other Google Account settings](#)

Import mail and contacts: Import from Yahoo!, Hotmail, AOL or other webmail or POP3 accounts.
[Learn more](#)
[Import mail and contacts](#)

Send mail as: [redacted] default [edit info](#)
(Use Gmail to send from your other email addresses) [redacted] [make default](#) [edit info](#) [delete](#)
[Learn more](#)
[Add another email address you own](#)

When replying to a message:
 Reply from the same address the message was sent to
 Always reply from default address (currently [redacted])
(Note: You can change the address at the time of your reply. [Learn more](#))

10. Fill in the required information and click **Next Step**

Add another email address you own

Enter information about your other email address.
(your name and email address will be shown on mail you send)

Name:

Email address:

Treat as an alias. [Learn more](#)
[Specify a different "reply-to" address](#) (optional)

11. Choose **Send through Gmail**

Add another email address you own

Send mail through your SMTP server?

When you send mail as susie.student@my.heartland.edu, the mail can either be sent through Gmail or through my.heartland.edu SMTP servers.

Send through Gmail (easier to set up)
 Send through my.heartland.edu SMTP servers [Learn more](#)

12. You will then verify that you own this address.

<https://mail.google.com/mail/u/0/?ui=2&ik=c3042246ae&view=cf&at=AF6bupOf0N>

Add another email address you own

Verify your email address

Before you can send mail as susie.student@my.heartland.edu, we need to verify that you own this email address. To perform the verification click "Send Verification". We will then send an email to susie.student@my.heartland.edu with instructions on how to verify your address.

13. Once you have received the verification email, click the link in the email or Enter and verify the confirmation code. Once you have completed these steps you HCC email should automatically be routed to your Gmail account.