

Intro

How to change your password

Set up Gmail with a third-party email client

How to forward Emails to your personal/private email

How to add Bard College Berlin Schedule to your Google Calendar

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How to Backup and Transfer Google Account Data to another  
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# Bard College Berlin Gmail Account

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For communication with Bard College Berlin you are provided with a Bard Berlin e-mail address. Bard Berlin's e-mail system is hosted by Google and is completely web based. For Signing in, please navigate to <http://mail.berlin.bard.edu/> in your web browser.

Your username is the full e-mail address, to be found on the Bard College Berlin Accounts paper you receive on your welcome sheets.

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For security reasons and as best practice, it is recommended that you change your email password. Depending on the type of device you use, use the instructions provided by the following [Google link](#). When doing so, bear in mind that you are **only logged into one Gmail account**, or that you are **browsing incognito**. Being logged into **multiple Gmail accounts** always carries the risk of **applying the changes to another Gmail** than the one intended, or **for some functions and applications to not work correctly!**

# Set up Gmail with a third-party email client

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In order to receive and send your emails via a third-party email client (Apple Mail, Outlook, etc.), follow the instruction on the following [Google link](#).

Detailed Information on how to set up IMAP and changing your SMTP are likewise found on the following [Google page](#).

# How to forward Emails to your personal/private email

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Be it for archiving or merely simplifying your work process, you may want to forward all or some of your messages to another email address. Depending on the usage type, use the instructions on the following [Google link](#).

Notice that for now, setting up email forwarding is only possible via a computer interface.

# How to add Bard College Berlin Schedule to your Google Calendar

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For an overview of all of the courses and events happening at Bard College Berlin, you may subscribe to the *BCB Schedule* Calendar. In order to do so:

- Go to [calendar.google.com](https://calendar.google.com) and login (**only**) with your Bard College Berlin Email.
- On the left hand side, and next to the *Other calendars* option, press the **+** and choose the *subscribe to calendar* option.
- You will now be redirected to another page, with an option to add a calendar. In the blank field, copy the following address:  
[berlin.bard.edu\\_6ff5b8t2l62l8bb9jtdcd14vkg@grou.p.calendar.google.com](https://berlin.bard.edu_6ff5b8t2l62l8bb9jtdcd14vkg@grou.p.calendar.google.com) and press enter
- You now have the option to customize your BCB Google Calendar to your liking and will see it as an option under *Other calendars*

# Google Classroom

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Some courses at Bard College Berlin make use of Google Classroom to distribute course material and collecting homework assignments. Once all courses have been set up, you may access Google Classroom by logging into [classroom.google.com](https://classroom.google.com) using your BCB Email either via PC/Mac or Andorid/iOS devices . If you decide to join a class during or after the add/drop period, your course teacher will communicate with you either via Email or with a [class code](#) instructions on how to join. Further details on how to sign in can be found via the above link, as well as the following [Google link](#).

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## How to Backup and Transfer Google Account Data to another Account or Storage Medium

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In accordance with the Student Handbook, alumni and departing students will have all access to their IT accounts revoked and consequently deleted within 6 months of their departure.

In order to secure all necessary and important data from their existing IT accounts at any time, students are advised to make use of the platforms provided by Google. To secure your data, Google Takeout offers you two options:

1) [Download](#) your data directly to your PC Storage, Google Drive, Dropbox, OneDrive or Box Account. More details and support on how the procedure works could be found under the following [link](#).

2) [Transfer](#) your email and Google Drive files to another Google Account. More details and support on how the procedure works could be found under the following [link](#).

Should there be any further questions or inquiries, please reach out to the IT Department under [it@berlin.bard.edu](mailto:it@berlin.bard.edu)

Questions? Problems? Technical Support?