Setting Your UC Google Mail to Open Email Links on the Web

The purpose of these instructions is to allow you to seamlessly click on an email link online, such as one on BannerWeb to email a class, and open your UC email with the proper recipients.

Before proceeding make sure Google Chrome is installed; if not you can download it at [www.google.com/chrome](http://www.google.com/chrome). This will not work with any other browser at this time due to a limitation of the Windows operating system.

1) In Google chrome we recommend that you sign in when prompted, or click on the menu button in the top right and choose “Sign in to Chrome”. Use your UC email address and password to sign in. Chrome uses this in order to personalize the users web browser by saving their bookmarks and settings continually.

2) Next, login to your UC email as you normally would. You can do this typing www.utica.edu/google or mail.utica.edu into the browser.

3) Click the Google Chrome email handler button on the top right near the menu button. It is shown highlighted in this image:

4) Choose “Use Utica College Mail” from the popup and click on Done.

5) You are now ready to click an online email link. **Note that you need to be logged into your email when you click the link.** So if you’re planning on going to BannerWeb and emailing a class, or something similar, just open a browser tab and login to your UC Email first.

**Tip:** When clicking on an email link in BannerWeb the browser will change to an email page, if you need to go back to BannerWeb click the back button in your browser rather than closing the tab.