

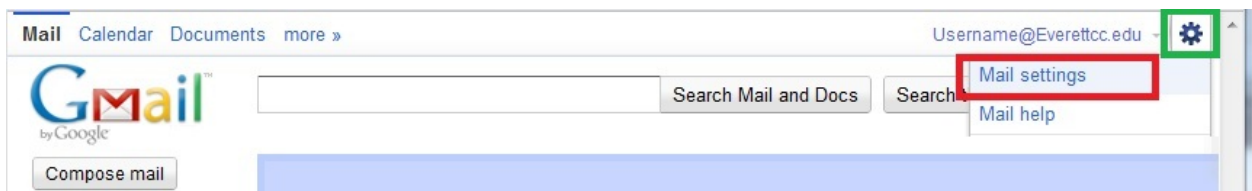
Google Apps Forwarding Email



Forwarding email allows you to send all the email you receive to another email address you check more frequently.

Getting Started

- **Sign-in** to your Google Apps Email account and click on the **Gear Icon** highlighted in **Green** then click on **Mail Settings** highlighted in **Red**



- Click on the tab **Forwarding and POP/IMAP** highlighted in **Red**. Then click on **Add a Forwarding Address** also highlighted in **Red**.
- Enter the **Email Address** where the forwarded mail should be sent to.
- Then click **Next**

A dialog box titled 'Add a forwarding address' with a close button (X) in the top right corner. The text inside says 'Please enter a new forwarding email address:'. Below this text is a text input field with a red border. At the bottom right of the dialog are two buttons: 'Next' and 'Cancel'.

- You will need to **Retrieve the Verification Code** sent to the **Email Address Above** by **Clicking the Confirm Link** or **Copy and Pasting** the code.

- If you did not receive the email **Check Your Spam Filter**.

Once you have confirmed your email **Choose Forward** shown in by the **Red** arrow.

Settings

[General](#) [Labels](#) [Accounts](#) [Filters](#) **Forwarding and POP/IMAP** [Web Clips](#) [Labs](#) [Priority Inbox](#) [Themes](#)

Forwarding:

Disable forwarding

Forward a copy of incoming mail to username@somewhere.com (in use) and keep Everett Community College Mail's copy in the Inbox

Tip: You can also forward only some of your mail by [creating a filter!](#)

- The **Green Box** allows selection of what email to forward to.
- The **Blue Box** changes how the campus email categorizes the copy of the forwarded mail.
- At the **Bottom** of the page, click **Save Changes**
- **Finished!** Email will now forward to the specified email address.

To Disable, enter the mail setup again, navigate to the Forwarding and POP/IMAP tab, and select disable.

To Re-enable, enter the mail setup again, navigate to the Forwarding and POP/IMAP tab, and select forward and the appropriate options. No need to reconfirm/verify the email address.