

GOOGLE EMAIL FORWARDING

Note: Instructions are based on the assumption that you are already logged in to your Google email. If you need assistance reaching the site or logging into your Chaminade Gmail, please contact the Help Desk at (808) 735-4855 or email us at helpdesk@chaminade.edu

For your convenience, two sets of instructions are provided below. The first section contains only written directions. The second sections contains written as well as visual images.

SECTION 1 - WRITTEN

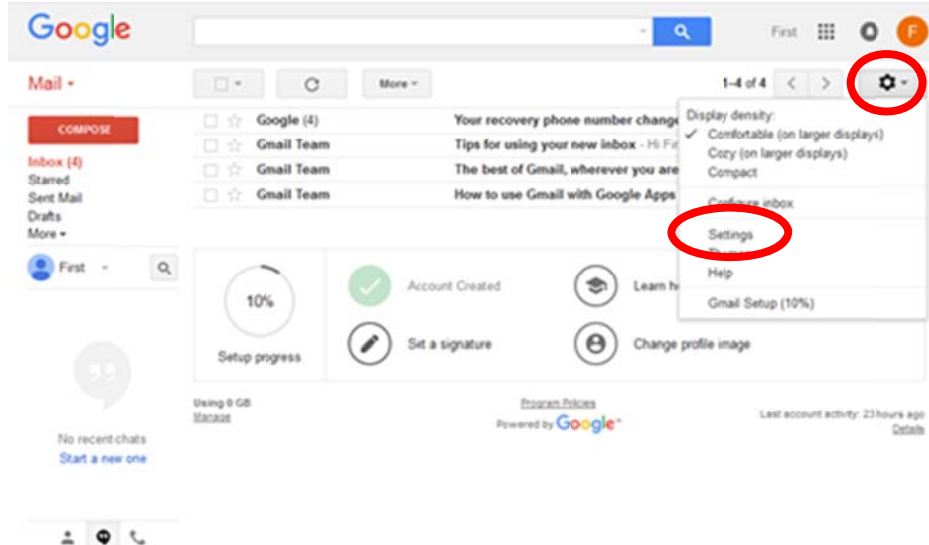
- Log in to your Chaminade email (gmail.com)
- Once you are logged in, click on the gear symbol on the top right hand corner of the screen.
- A drop down menu will appear, click "Settings"
- Select the "Forwarding and POP/IMAP" tab
- Click "Add a Forwarding Address"
- An "Add a forwarding address" pop up screen will appear, type the email address that you would like your email to be forwarded to.
- Another pop up screen will appear with the email address you entered. Verify that the address is correct then click "Proceed"
- Another pop up screen will appear indicating that a confirmation code has been sent to the inputted email address. Click "OK"
- You will need to access the entered email account in order to retrieve the confirmation code.
- Enter the code under the Chaminade email marked "Confirmation Code" and then click "Verify"
- Select the button in front of "Forward a copy of incoming mail to" and use the drop down menu to select the address you want your email forwarded to. At this time, you should choose how you want the copies of your email handled by using the second drop down.
- Scroll down and click "Save Changes"

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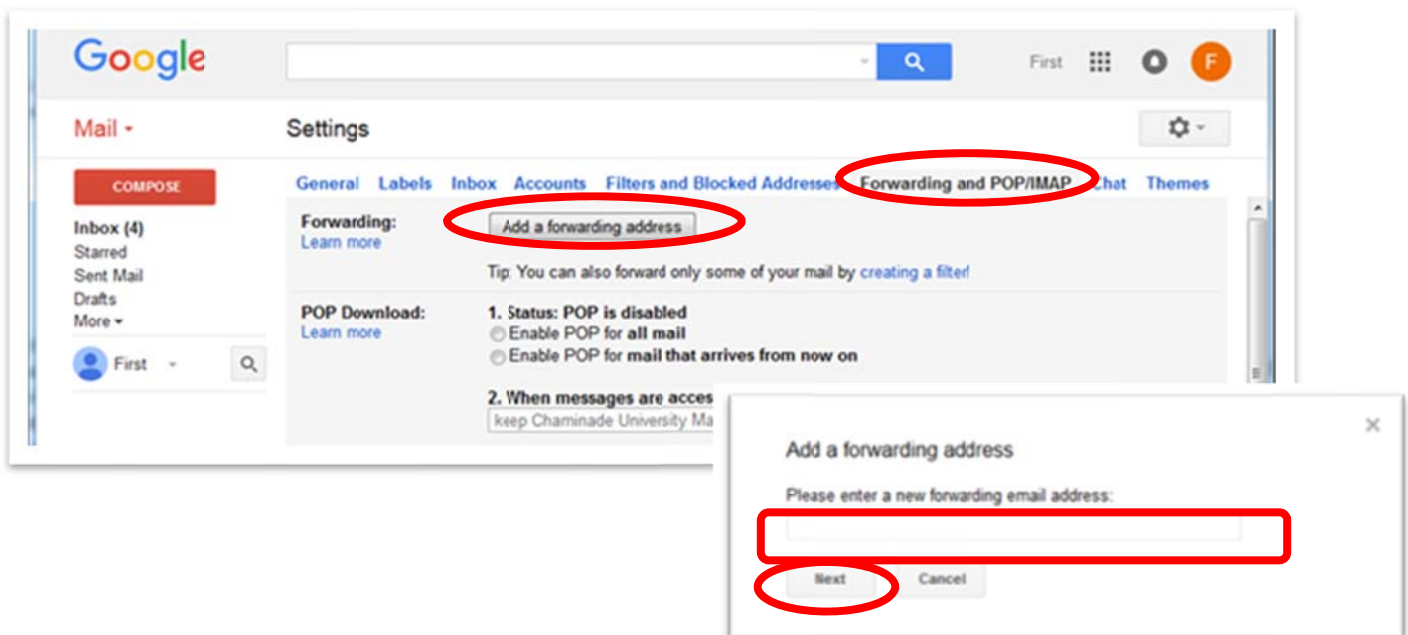
(part 2 of 3)

SECTION 2 - WRITTEN with VISUAL IMAGES

- Log in to your Chaminade email (gmail.com)
- Once you are logged in, click on the gear symbol on the top right hand corner, Click and select "Settings"

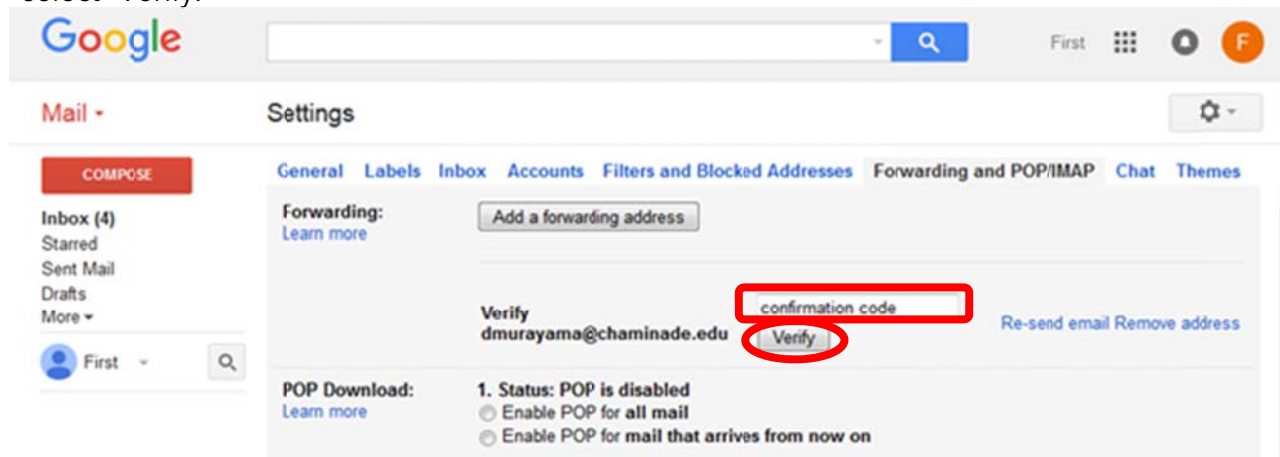


- Once you are at the settings screen, click the "Forward and POP/IMAP" tab, then click "Add a forwarding address"
- A pop up box will appear. In the space provided, type the email address that you would like your email to be forwarded to then click "Next"



GOOGLE EMAIL FORWARDING (part 3 of 3)

- A pop up screen will appear with the email address you entered. Verify that the address is correct then click "Proceed"
- A pop up screen will appear indicating that a confirmation code has been sent to the inputted email address. Click "OK"
- Check the email where you choose to have the emails forwarded to.
- Once you received the confirmation code, input it into the space marked "Confirmation Code" and select "Verify."



- Select the button in front of "Forward a copy of incoming mail to" and use the drop down menu to select the address you want your email forwarded to. At this time, you should choose how you want the copies of your email handled by using the second drop down. After you are done, scroll down to the bottom and click "Save Changes"

