

**BELOW ARE WRITTEN AND VISUAL DIRECTIONS TO ASSIST YOU WITH FORWARDING YOUR STUDENT
EMAIL**

In order to forward your student Chaminade email to an alternate email address you will have to do the following:

1. Log into your Chaminade student email account using the new Google apps at www.google.com/a/student.chaminade.edu
 2. Once you are logged in to your student email, select "Gmail," and click on the tool symbol in the top right hand corner of the screen
 3. A drop down will appear and you will click "Settings"
 4. You will then select the "Forwarding and POP/IMAP" tab
 5. There will be a pop up screen that says "Add Forwarding Addresses" in which you will type the email address that you would like your email to be forwarded to
 6. Click "Ok" and a confirmation code will be sent to that email to verify permissions
 7. You will have to access that email account in order to retrieve the confirmation code
 8. The code needs to be inputted into the option under your Chaminade email marked "Confirmation Code" and then click "Verify"
 9. Select "Forward a copy of incoming mail to" and be sure that the dropdown is on the email address setting that you prefer.
 10. Scroll down and click "Save Changes."
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Once you have logged into your account, click on "Gmail" link



Gmail

More than Email. Gmail's powerful search and mobile access combined with text, voice and video chat make communication with colleagues easy and efficient. [Learn More](#)



Drive

Work together better. Publish and collaborate in real-time on documents, spreadsheets and presentations. [Learn More](#)



Calendar

Stay in sync with your team. Organize schedules, share events and calendars with colleagues. [Learn More](#)



Talk

Share quick thoughts in real-time using text, voice and video with your colleagues. [Learn More](#)



Contacts

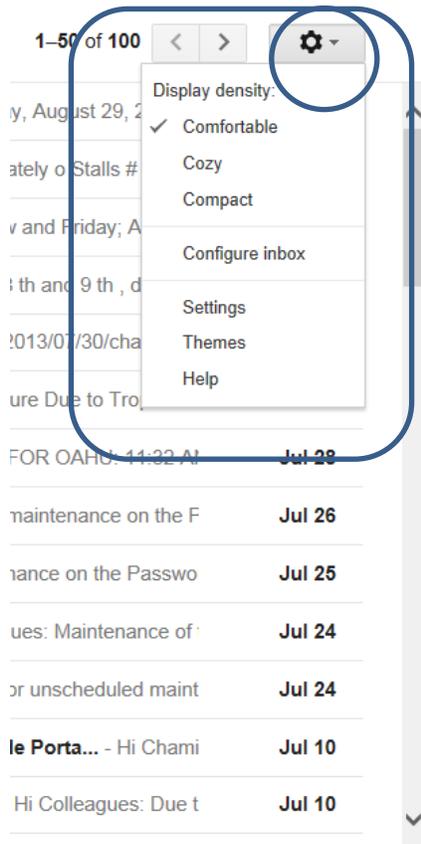
Store and organize contact information about the people you communicate with. [Learn More](#)



Sites

Shared workspaces for your team. Quickly create, organize and share everything with your team, company or

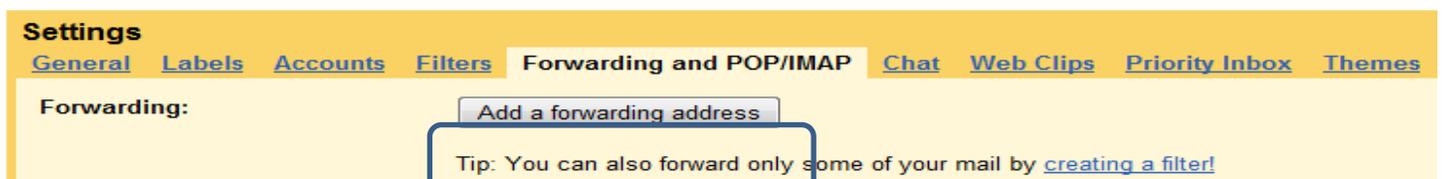
In the top right hand corner, there will be a tool symbol. Click and select “Settings.”



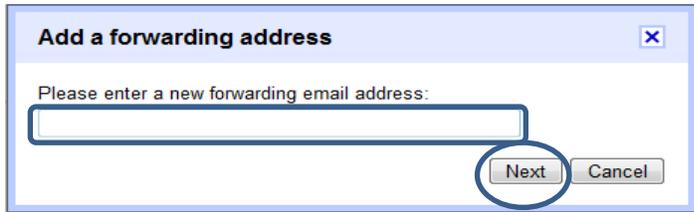
Once you are under settings, Click on Forwarding and POP/IMAP Tab.



Click “Add a Forwarding Address”

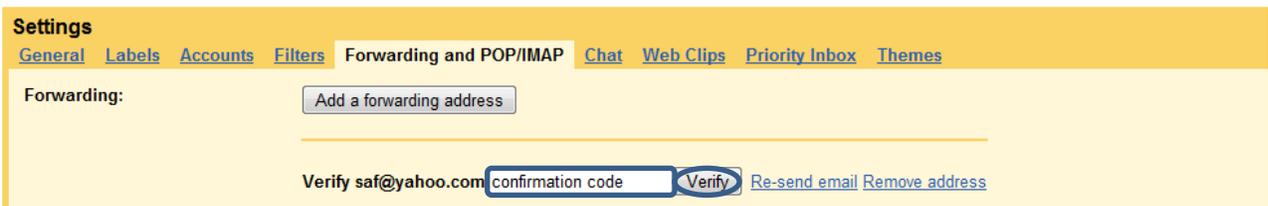


The box below will appear and instruct you to insert the forwarding address that you want your emails forwarded to. Insert your alternate email in the space provided.

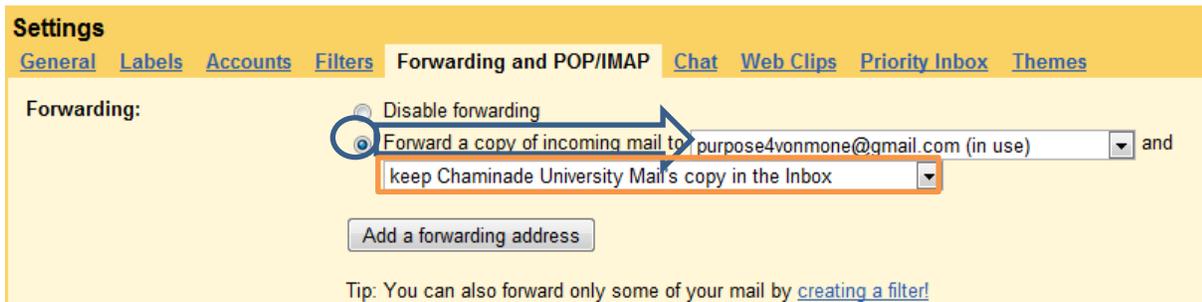


Click Next.

A confirmation code will be sent to email address that you provided. Once you get the confirmation code, input it into the space marked "Confirmation Code" and select "Verify."



Select "Forward a copy of incoming mail to" and select the address you want your mail forwarded to. Please note: You can have more than one email address on file to forward your email to, just repeat the same procedure to activate another.



Once everything is selected the way you like, click "Save Changes." Send yourself a test email to make sure that the email is being forwarded properly.

