

## **Gmail** Forwarding all email from Google mail to another email address

 Log in at http://google.maricopa.edu using your MEID and password. This is the username and password you use to log into my.maricopa.edu and Blackboard.



- 2. When the GoogleApps@Maricopa page appears, first, locate the MyTools menu.
  - a. Click the My Gmail menu item.
  - b. Your email will load.





3. Click Settings at the top of the page.





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4. When the Settings window appears, click the Forwarding and POP/IMAP tab.



- In the Forwarding area, enter the email address to which you'd like your messages forwarded. Double-check to be sure it is spelled correctly!
- 6. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can archive it or **delete it**. We strongly suggest that you choose **"delete Maricopa**

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Community College's Mail copy" (the third option on the list).

7. Click **Save Changes**. All Maricopa Gmail messages that arrive in the future will now be automatically forwarded to the chosen email address.