

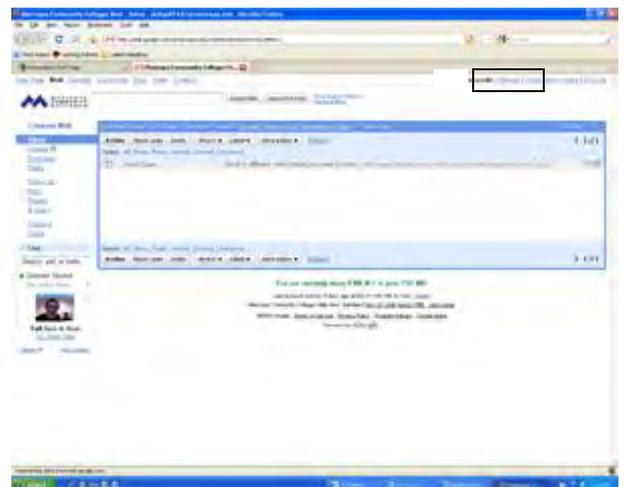
1. Log in at <http://google.maricopa.edu> using your MEID and password. This is the username and password you use to log into my.maricopa.edu and Blackboard.



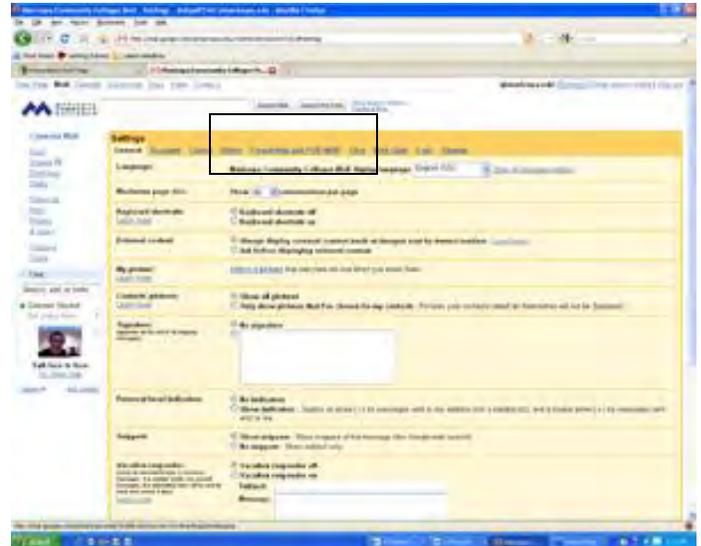
2. When the GoogleApps@Maricopa page appears, first, locate the **MyTools** menu.
 - a. Click the **My Gmail** menu item.
 - b. Your email will load.



3. Click **Settings** at the top of the page.



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



5. 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 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.