

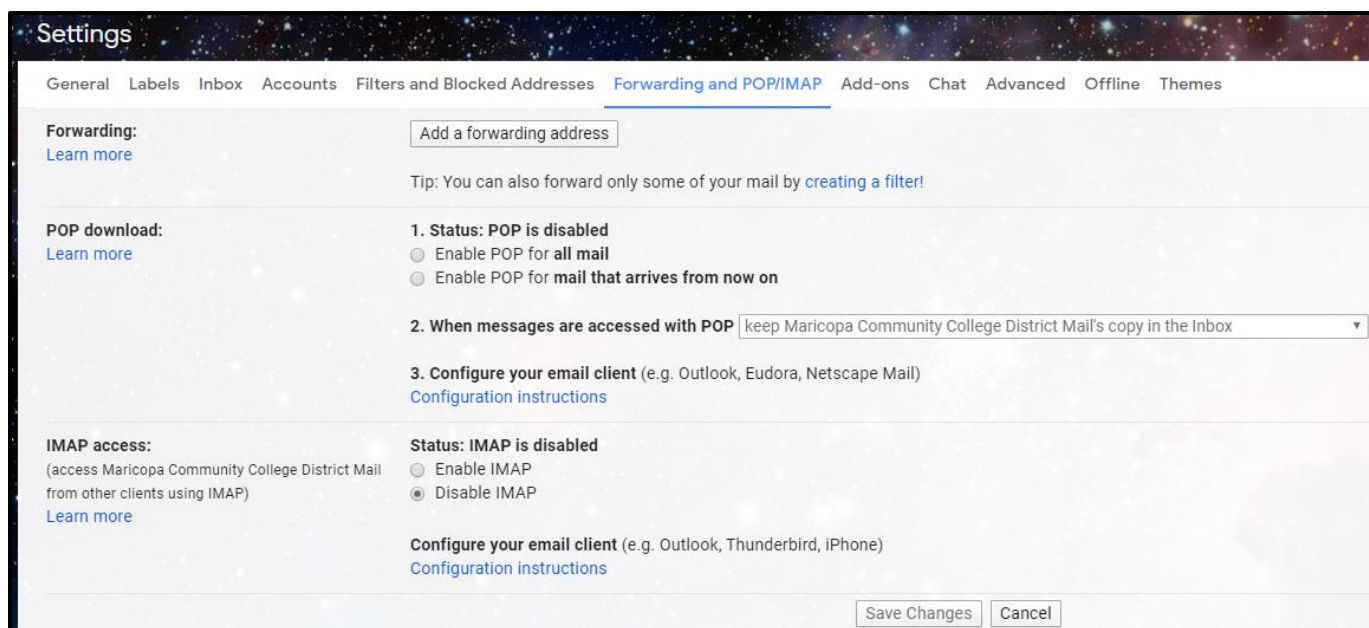
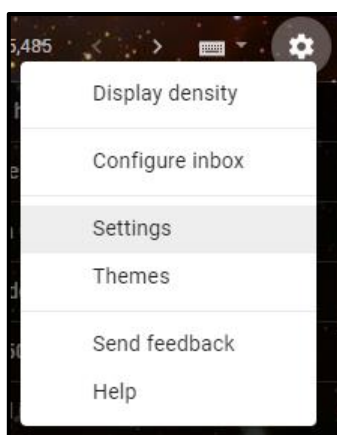
How to Add A Forwarding Email Address

* This was done through Gmail. Please check your chosen email provider's settings for forwarding options

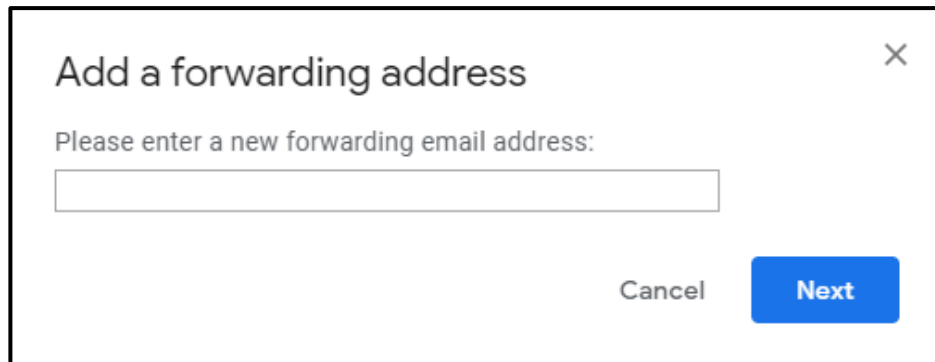
1. Look for the gear in the top right of the window, it will be below the Google account initial (for example, the purple circle as seen in Figure 1). Then click on it to find a list of options. Click on **Settings**.



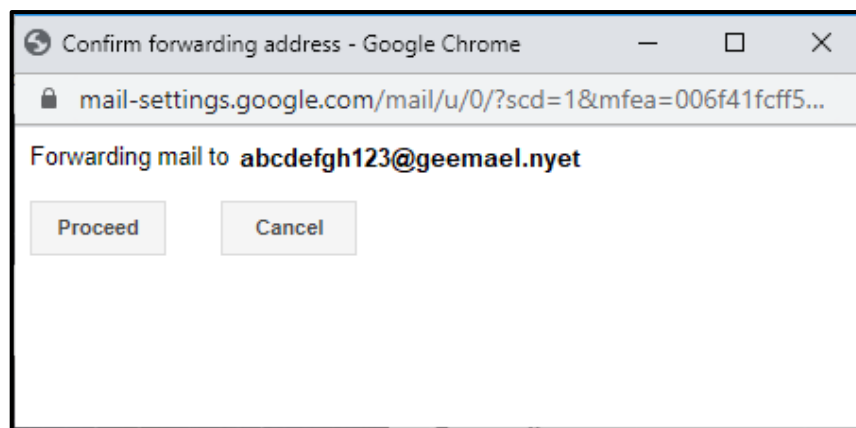
2. On the **Settings** page, look for the **Forwarding and POP/IMAP** tab.



3. Click on **Add a forwarding address**, and a prompt will appear, asking for an email address. When done, hit **Next**, and then click **Proceed** to continue the process or cancel, if not ready or email address is incorrect.

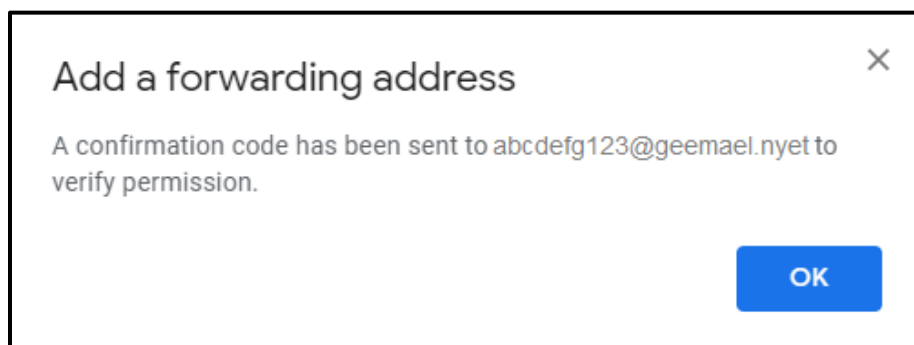


A dialog box titled "Add a forwarding address" with a close button (X) in the top right corner. Below the title, it says "Please enter a new forwarding email address:" followed by a text input field. At the bottom right, there are two buttons: "Cancel" and "Next".



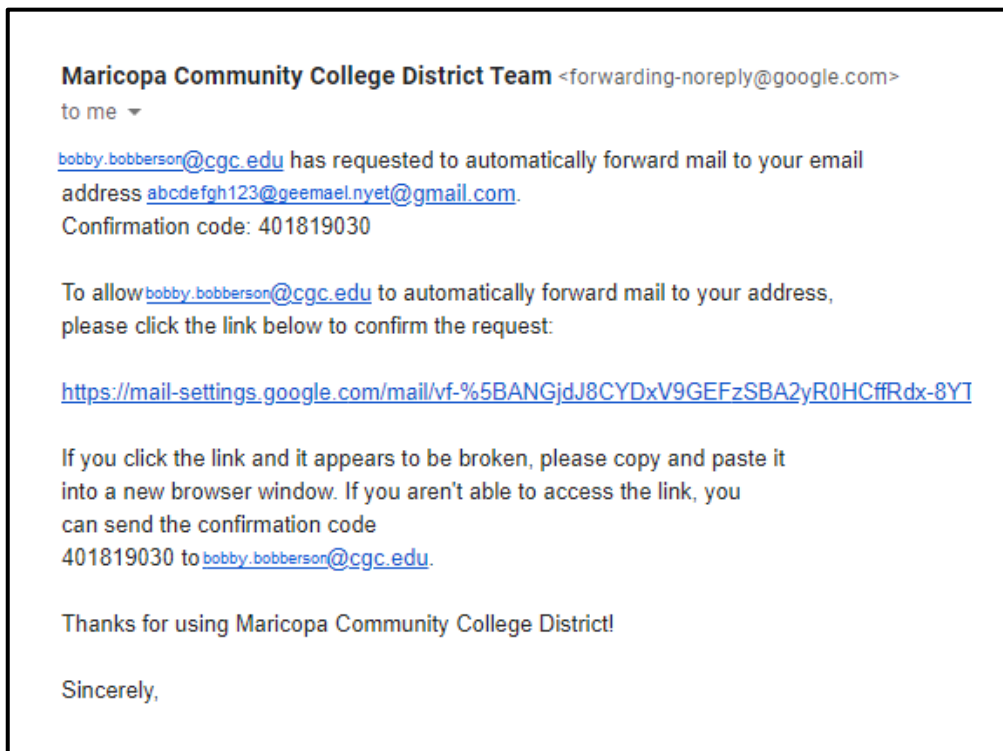
A browser window titled "Confirm forwarding address - Google Chrome" with a close button (X) in the top right corner. The address bar shows "mail-settings.google.com/mail/u/0/?scd=1&mfea=006f41fcff5...". The main content area displays "Forwarding mail to abcdefgh123@geemael.nyet" and two buttons: "Proceed" and "Cancel".

4. A verification email will be sent to that account. Make sure that the desired account is accessible.

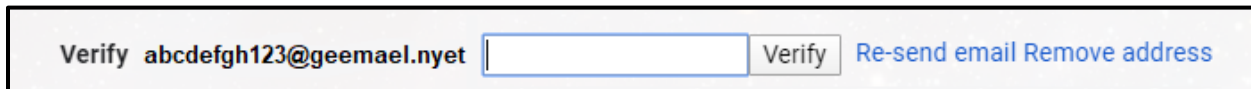


A dialog box titled "Add a forwarding address" with a close button (X) in the top right corner. The text inside reads: "A confirmation code has been sent to abcdefg123@geemael.nyet to verify permission." At the bottom right, there is a blue button labeled "OK".

5. Sign into the desired account. The verification email may take a minute to send. The message should look like this:

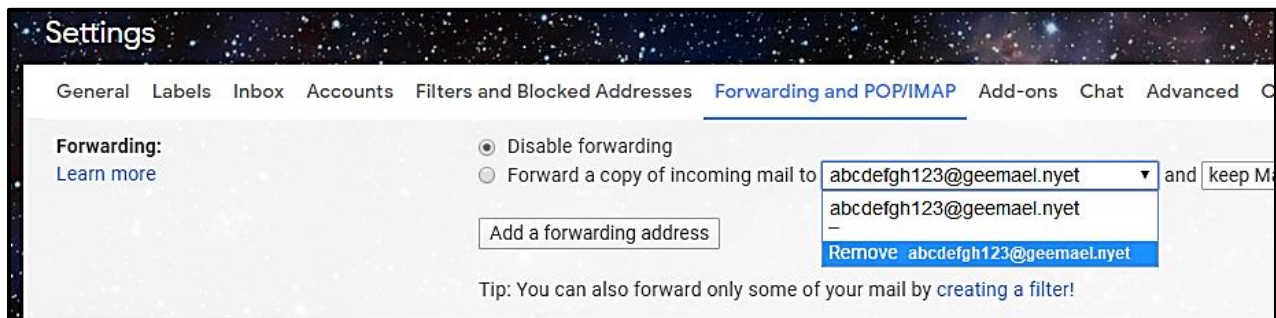


6. Ensure that the message was sent from the original account. This email message should contain a link to allow forwarding access, and a confirmation code to enter. If the link is clicked first, entering the confirmation code is not necessary.

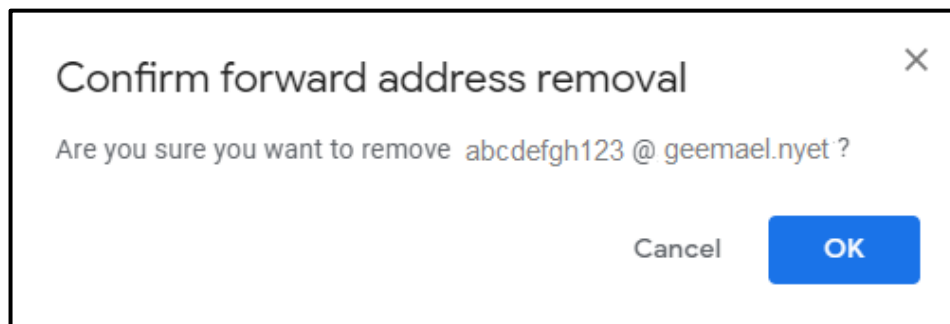


How to Remove

If you wish to remove the forwarding address, go back to the **Forwarding and POP/IMAP** tab. Click on the forwarding address to see a dropdown menu. Select the last option **Remove [email address]**. A prompt will appear to confirm or cancel the removal. This can also be done at any time.



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Please refer to the Google Help guide on this topic for troubleshooting steps, as well as answers to more specific questions: <https://support.google.com/mail/answer/10957>