**Student Email Setup and Forwarding Instructions**

Step 1: Navigate your web browser to google.maricopa.edu

Step 2: Enter your MEID and password and click Log In \(^{(1)}\). These are the same as those you may already use to sign into Blackboard. If you’ve forgotten your MEID and/or password or if you have no idea what an MEID is, choose one of the links at the right \(^{(2)}\).
Step 3: If you are setting up your Gmail & Google Apps account for the first time, you will see the following screen. As you'll notice, your new Maricopa/Gmail address is your MEID followed by @maricopa.edu (1). Type the characters from the captcha image in the box provided (2), read the Terms of Service, and click [I accept: Create my account] (3).
Step 4: You will now be signed into your new Maricopa/Gmail account. You can access all emails that you’ve received from CGCC. If you would rather receive these important emails at another email address that you use more often, click on Settings in the upper right-hand corner.
Step 5: Click on Forwarding and POP/IMAP in the center of the window.

Step 6: In the box next to **Forward a copy of incoming mail to**, enter your preferred email address. You can also use the pull down menu to make Maricopa/Gmail delete its version, so the only version will be in your preferred address. Click **Save Changes** at the bottom of the page.

Now click **Sign out** to exit your Maricopa email. All future CGCC emails will be forwarded to your preferred email address. Please check your email regularly for important information.