Forwarding your Google Mail to Another Email Address

TLT Student Consultant Help Desk
Stony Brook University
Chat: http://tlt.stonybrook.edu/helpme

In this document, you will learn how to:
1. Log into your Google Apps for Education
2. Forward your Stony Brook University Gmail to another email address

Logging into your Google Apps for Education
1. You can access your Google Apps by visiting www.stonybrook.edu/mycloud. Your log in credentials are your NetID and NetID password (For NetID help, please visit: http://it.cc.stonybrook.edu/accounts/netid/)
2. Once you log in using your NetID and NetID password, you will be able to access all of your Google Apps by clicking the corresponding link on the navigation bar. The default Google App is your Stony Brook University Google Mail.

Forwarding Emails in Gmail
1. Once you have logged into your Google account, select click the gear at the top right-hand side of your screen and choose Settings
2. Next, click Forwarding and POP/IMAP
3. Under Forwarding, click Add a forwarding address
   - Add a forwarding address
4. In the pop up, enter the email address where you want your emails forwarded to, and click Next
5. You will be asked to confirm the forwarding email address. If it is correct, click Proceed
6. You will receive a pop up letting you know that a confirmation code has been sent to verify your email forwarding
7. In the email account you are forwarding your emails to, click the verification link provided in the email. Once you click the verification link, you will receive a notification that you are able to forward your Stony Brook University Google Mail emails to the account you specified
8. In your Stony Brook University Google Mail, go back to you Forwarding and POP/IMAP (you will see new options under Forwarding)
9. Check “Forward a copy of incoming mail to…” and select which email account you want your emails forwarded to in the drop-down menu
10. You can choose to keep a copy of your emails in your Stony Brook Google Mail inbox, mark it as read or delete it
11. Remember to click Save Changes