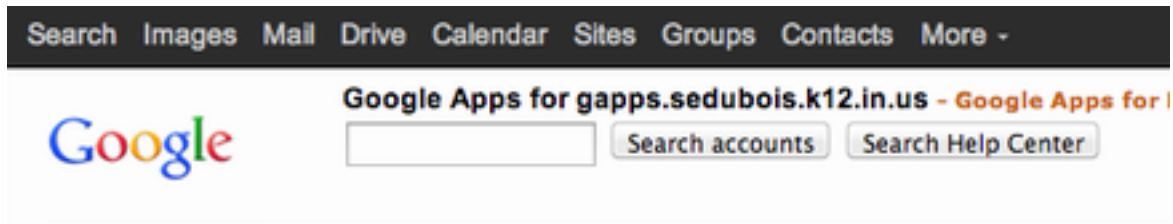
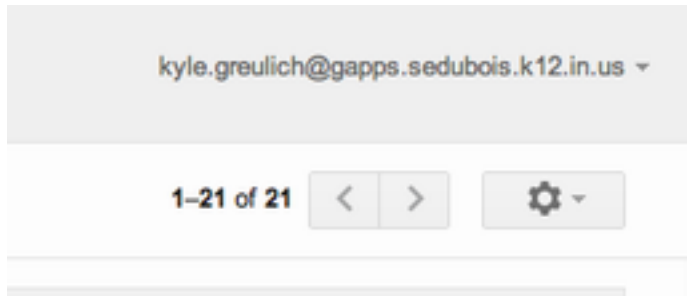


Forwarding Mail to Another Account

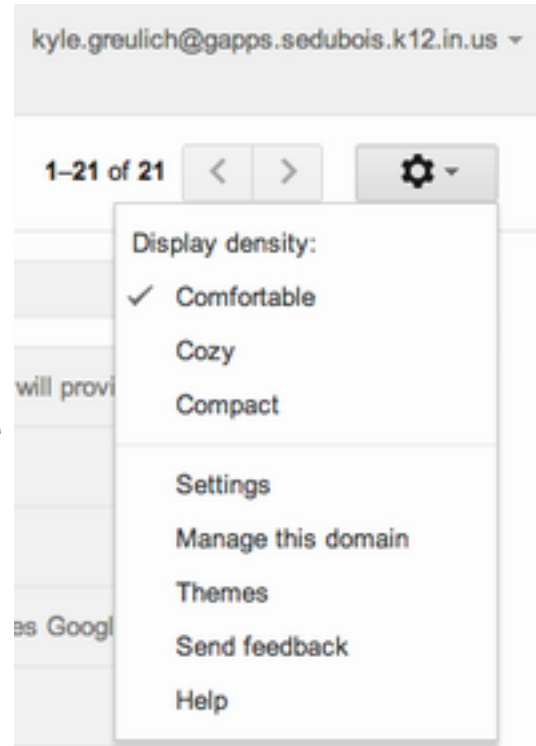
Click [Mail](#) from Menu



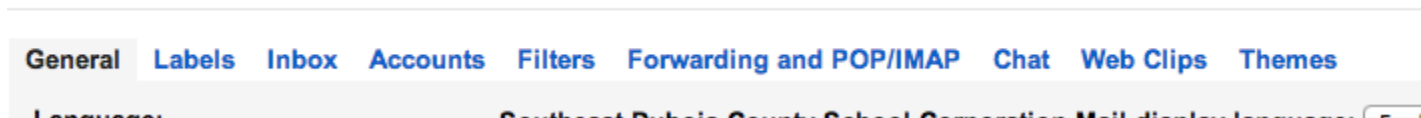
Click [Settings](#) icon in top, right corner



Select [Settings](#) from drop down list



Select [Forwarding and POP/IMAP](#) tab



Select [Add a Forwarding Address](#)



Enter in the email you would like to forward to. Click “Next.” Then click “Proceed.” You will then get a message saying a confirmation code has been sent to this email.

Access the email account you added in the previous step. You should see an email from Southeast Dubois Co. School Corp. Google Apps account. It will have a link to confirm this email. Click the link and wait for the “Confirmation Success” page to load.

Return to Gmail (Google Apps email account) and select [“Forward a copy...”](#)

Disable forwarding

Forward a copy of incoming mail to and



All emails will now forward to this account. You will be able to access them from the Google Apps account as well.