

Forward MSD 549C Google Email to Another Email Account

1. Log in to your MSD 549 Google Email account. <https://mail.google.com>
2. Click on the gear icon in the upper right hand corner and select Settings.
3. Click on the tab Forwarding and POP/IMAP.
4. Check Forward a copy of incoming email → then click on Add a forwarding address.
5. Enter the email address where you want to forward your Google email and click Next.
6. You will get a confirmation for the forwarding email address. If correct, click Proceed.
7. You will see a message that a confirmation code has been sent. Click OK.
8. Open the email account that you are forwarding to and open the new confirming email.
9. Click the link in the email to confirm your request to forward the email.
10. Verify that the forwarding email address is selected in the Forward a copy of incoming mail to...
11. Click Save Changes.

Your Google email will now forward all messages to the email address you added.

The image is a composite of several screenshots from a Google Mail interface, illustrating the steps to forward an email account. Red circles with numbers 1 through 11 are overlaid on the screenshots to indicate the sequence of actions.

- Step 1:** The 'Settings' page is open, specifically the 'Forwarding and POP/IMAP' tab.
- Step 2:** The 'Forwarding' section is visible, showing options to 'Disable forwarding' or 'Forward a copy of incoming mail to'.
- Step 3:** The 'Add a forwarding address' button is highlighted.
- Step 4:** A dialog box titled 'Add a forwarding address' is shown, with the email address 'beth.capsey@medford.k12.or.us' entered.
- Step 5:** The 'Next' button is clicked in the dialog box.
- Step 6:** A confirmation dialog box is shown, asking to 'Proceed' with the forwarding address.
- Step 7:** The 'Proceed' button is clicked.
- Step 8:** A confirmation email is received from the 'Medford School District 549C Team'. The email contains a confirmation code and a link to confirm the request.
- Step 9:** The link in the email is clicked to confirm the request.
- Step 10:** The 'Settings' page is shown again, with the forwarding address 'beth.capsey@medford.k12.or.us' selected in the 'Forward a copy of incoming mail to' field.
- Step 11:** The 'Save Changes' button is clicked.