Stay in Touch with School Email

~ Automatic Forwarding ~

Every student has a school email account. For a variety of reasons, many students do not check this email on a regular basis. We get that.

Not checking school email creates a problem, however, if we are trying to efficiently broadcast information that may be useful to you
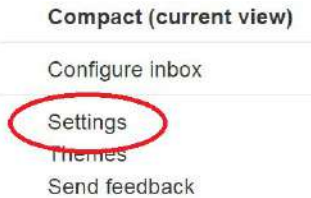
- ❏ as you plan your future,
- ❏ as you look for part-time or summer employment, or
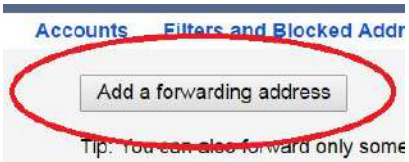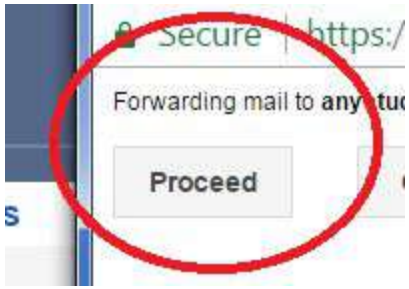- ❏ if you are interested in finding volunteer opportunities or internships.

There are many other reasons, but these will do for a start.

So what can you do to solve the problem? There is an easy solution! Most students also have a *personal* email address, one that we hope that you check more often. So why not have all of your school emails forwarded to your personal account?

How, you might ask?

Just turn on the **forwarding** feature of your student Gmail account. It's easy. Just follow these simple steps:

1.	Open your student Gmail account.
2.	Hover over the gear, then click on *Settings*.
3.	Click on *Settings* again.
4.	Click the *Forwarding and POP/IMAP* tab

5.	Click the button that says **Add a forwarding address.**	
6.	Enter the complete email address of your personal account where you want to receive **and check** email.	
7.	Check the address one more time, then click the "Proceed" button, and you should be all set!.	