




Automatically Forward your Gmail

You can automatically forward a copy of your Gmail messages to your personal email. **Please note:** you may not be able to reply (this depends on your email provider). You can automatically forward email to more than one email account.

1. Click the **Settings** icon  located top right, then select **Settings** from the drop down menu. The **Settings** options will be displayed.



The screenshot shows the Gmail Settings page with the 'Forwarding and POP/IMAP' tab selected. A red box highlights the 'Add a forwarding address' button. Below it, there is a confirmation code field for 'Verify' and a 'Re-send email Remove address' link. The POP Download section shows three options: 'Enable POP for all mail', 'Enable POP for mail that arrives from now on', and 'Disable POP'. The IMAP Access section shows 'Status: IMAP is enabled'. A dialog box is open over the dialog, prompting for a new forwarding email address.

2. Click on the **Forwarding and POP/IMAP** tab.
3. Click the **Add a forwarding address** button, then enter the email address you wish to forward your university email to, now click **Next**.
4. Check the email address you entered is correct, then click the **Proceed** button. An email will now be sent to your personal email address.
5. Log into your personal email and open the email from **The University of Bedfordshire Team**.
6. Copy the **Confirmation code**, switch back to your Gmail settings and paste the code into the **Verify** box, then click **Verify**.

Verify

7. Make sure you have clicked the **Forward a copy of incoming mail to** option, then choose what Gmail does to the forwarded messages in your university Gmail account (options shown above)
8. Click the **Save Changes** button, located at the bottom of **Settings**.

keep University of Bedfordshire Mail's copy in the inbox
 mark University of Bedfordshire Mail's copy as read
 archive University of Bedfordshire Mail's copy
 delete University of Bedfordshire Mail's copy