Forwarding Gmail messages to Outlook

Your university email is now delivered to your new Outlook account. **Please note:** your email address remains the same. You can access your old student Gmail account to see emails received prior to 24/07/19 and forward them to your Outlook account. Gmail allows you to forward only one message at a time.

To log on to your new student Outlook mail account:

Outlook.beds.ac.uk

To access your old messages in your old student Gmail account:

mail.study.beds.ac.uk

**Forward Gmail email, one message at a time**

The following instructions are for forwarding one Gmail message at a time. If an email has an attachment, it will be included when you forward the email.

1. Log in to your Gmail account. Go to mail.study.beds.ac.uk
2. Open the mail message you would like to forward.
3. Click the **Forward** button, located under the email text.
4. Enter the email address you wish to forward to.
5. Click the **Send** button (keyboard shortcut: **Ctrl Enter**), located at the bottom of the Outlook screen.

**Alternative method**

1. Position mouse over the Gmail message, right click, then left click **Forward**.
2. Enter the email address you wish to forward this message to, then click the **Send** button or press **Ctrl Enter**.

Created: 19 August 2019. Learning Resources and Service Excellence