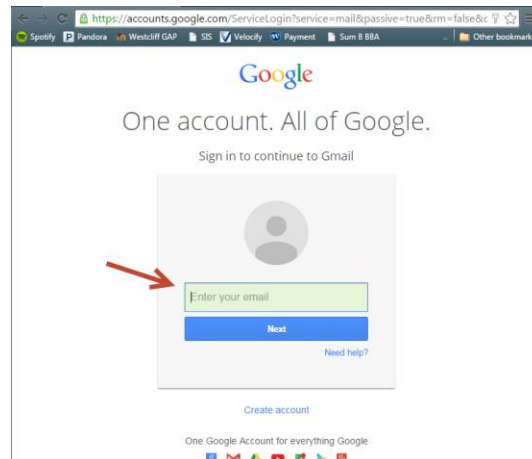
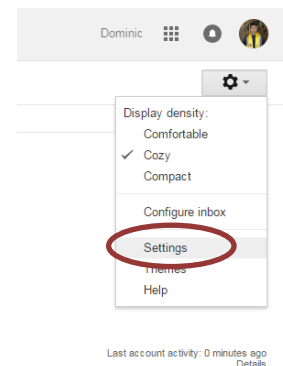
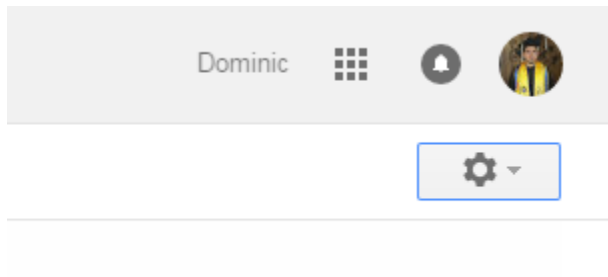


# How to Set Up Email Forwarding

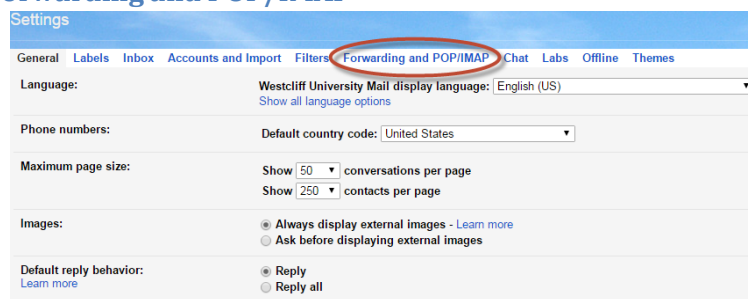
## Step 1: Log on to Gmail Account



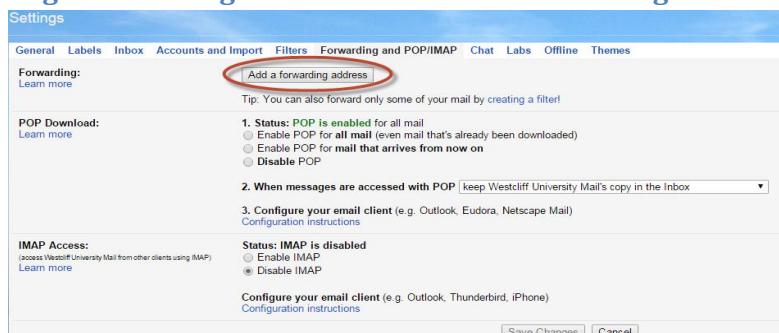
## Step 2: Click on settings COG wheel and click on settings



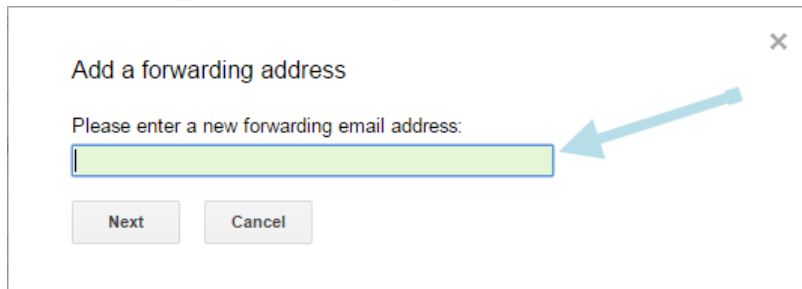
## Step 3: Click on "Forwarding and POP/IMAP"



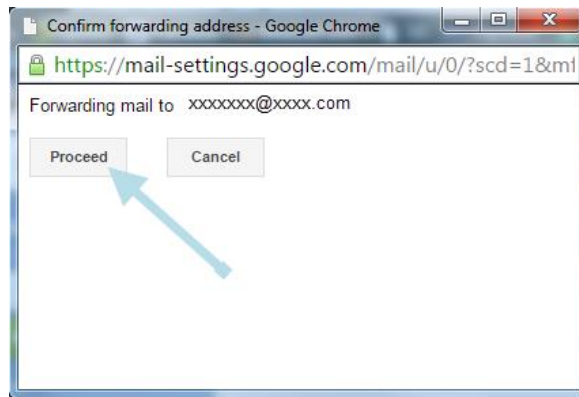
## Step 4: Find heading "Forwarding" and click on "Add a forwarding address"



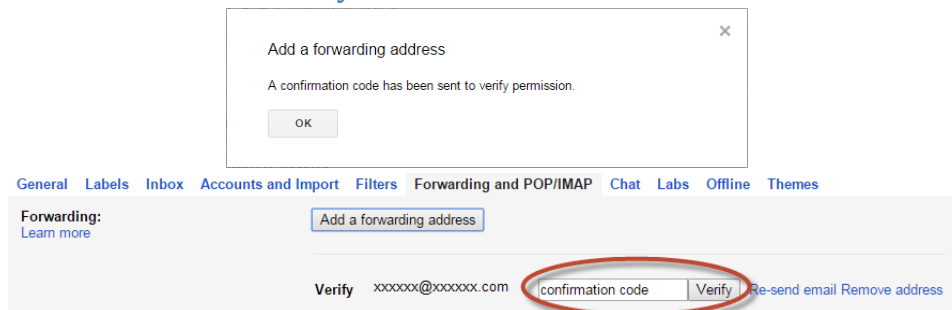
**Step 5: Pop-Up window will open. Enter your personal email address. Click on “Next.”**



**Step 6: Verify the email address and then click “Proceed”**



**Step 7: A confirmation code will be sent to your personal email. Check your email and enter the verification code and click verify.**



**Step 8: You have now set up Email Forwarding.**

You should see incoming email to your Westcliff Email in your personal email. Be sure to click on the bubble to forward a copy to your email. Also, on the right you have the options to delete/mark as read/archive/keep the Westcliff University Mail's copy in the WU email Inbox.

