


Forwarding Your Gmail

First Log in to the account you wish to forward, and then into the mail settings.

Next, set up a forwarding account on the “Forwarding and POP/IMAP” tab by clicking the “Add a forwarding address” button.

Settings

[General](#) [Labels](#) [Accounts](#) [Filters](#) **Forwarding and POP/IMAP** [Chat](#) [Web Clips](#) [Labs](#) [Priority Inbox](#)
[Offline](#) [Themes](#)

Forwarding: 

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download: [Learn more](#)

1. Status: POP is enabled for all mail that has arrived since 1/13/05

- Enable POP for **all mail** (even mail that's already been downloaded)
- Enable POP for **mail that arrives from now on**
- Disable POP**

2. When messages are accessed with POP

keep Southern Oregon University Mail's copy in the Inbox

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access: (access Southern Oregon University Mail from other clients using IMAP) [Learn more](#)

1. Status: IMAP is enabled

- Enable IMAP
- Disable IMAP

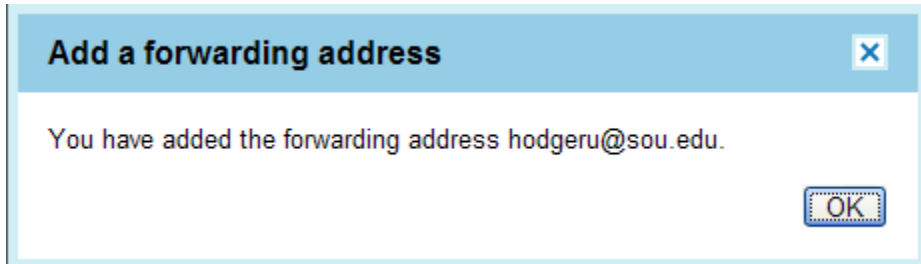
2. Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

That will open this box where you enter the address you want your mail to be sent to.

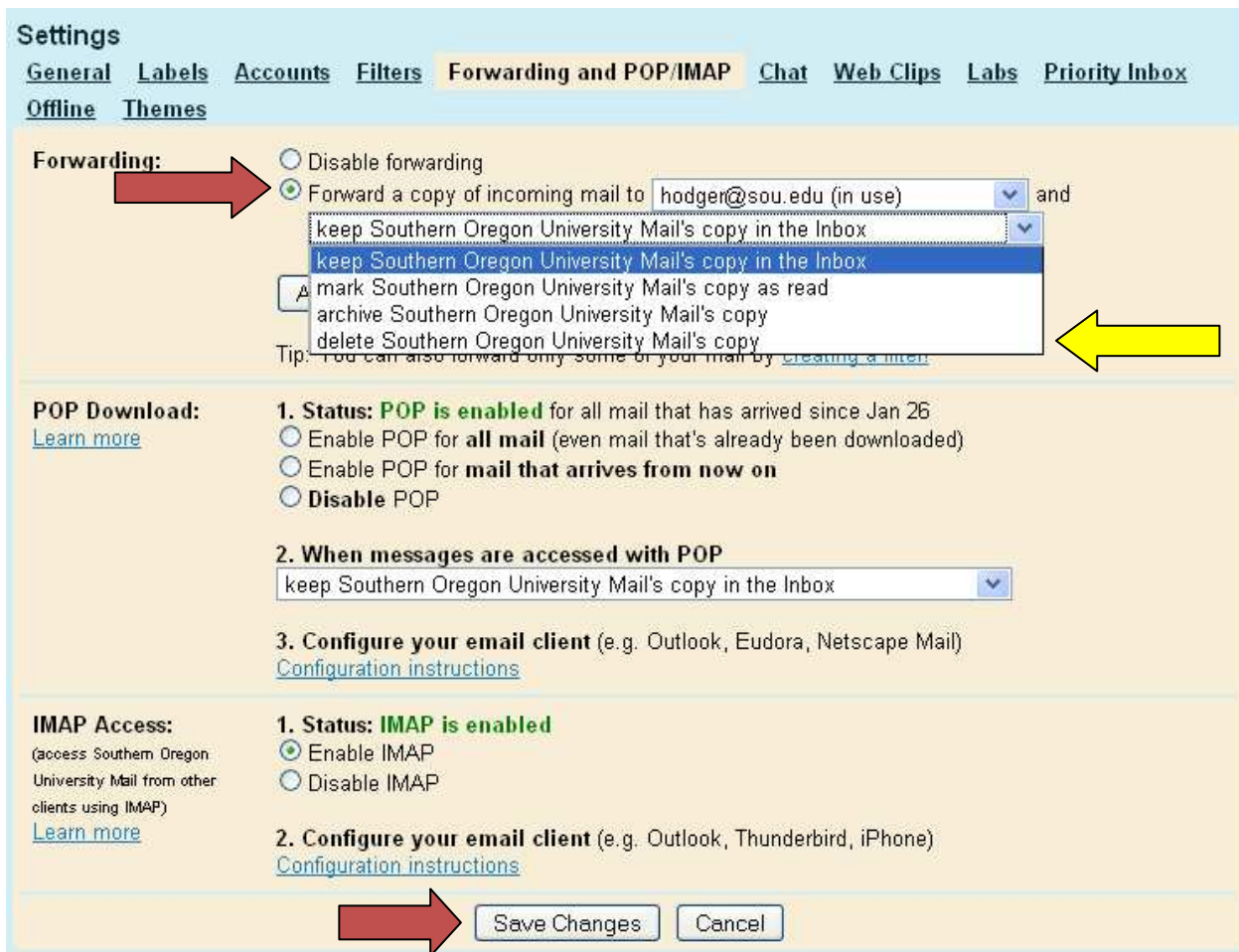
Add a forwarding address

Please enter a new forwarding email address:

Once you click next a confirmation box will open, just click OK.



Now you will be back to the forwarding tab that will have changed. Now all you need to do is click the radio button where shown, and then the "Save Changes" button at the bottom of the page.



The Yellow Arrow shows where to change what happens to your email after it is forwarded.

If you need any help, please contact the help desk at 2-6900