

Forwarding G-Mail to an external email account



1. Log into MyCCC.
2. On the Home tab, select the “G-Mail Account” link.

A screenshot of the MyCCC Gmail interface. At the top right, the user's email address 'jsailor@student.cccd.edu' is displayed with links for 'Settings', 'Help', and 'Sign out'. Below this, there are search boxes for 'Search Mail' and 'Search the Web'. The main content area shows a list of emails with columns for checkboxes, sender names, subject lines, and dates. A red arrow points to the 'Settings' link in the top right corner. The interface includes a left sidebar with navigation links like 'Compose Mail', 'Inbox (3)', 'Starred', 'Sent Mail', 'Drafts', 'All Mail', 'Spam', 'Trash', 'Contacts', and 'Labels'. At the bottom, there is a storage usage notification: 'You are currently using 0 MB (0%) of your 6414 MB.' and copyright information for Google.

jsailor@student.cccd.edu | [Settings](#) | [Help](#) | [Sign out](#)

Coast

Search Mail Search the Web [Show search options](#) [Create a filter](#)

Dictionary.com Word of the Day - [aberrant](#): abnormal. Web Clip < > Customize

Archive Report Spam Delete More actions... Refresh 1 - 6 of 6

Select: All, None, Read, Unread, Starred, Unstarred

<input type="checkbox"/>	dlearning	Mid Term Advice - DO NOT REPLY TO THIS EMAIL This email ...	Feb 12
<input type="checkbox"/>	dlearning	Access Issues for Art 100 - DO NOT REPLY TO THIS EMAIL Thi...	Feb 4
<input type="checkbox"/>	Capoccia, Rozanne	Forwarding Test - Rozanne Capoccia-White Coastline Community...	Jan 29
<input type="checkbox"/>	dlearning	Welcome Art 100 Students ! - DO NOT REPLY TO THIS EMAIL...	Jan 29
<input type="checkbox"/>	mil	John Sailor - Welcome to MyCCC - November 15, 2007 SAMPLE ...	11/15/07
<input type="checkbox"/>	Gmail Team	Gmail is different. Here's what you need to know. - Messages that...	10/8/07

Archive Report Spam Delete More actions... 1 - 6 of 6

Select: All, None, Read, Unread, Starred, Unstarred

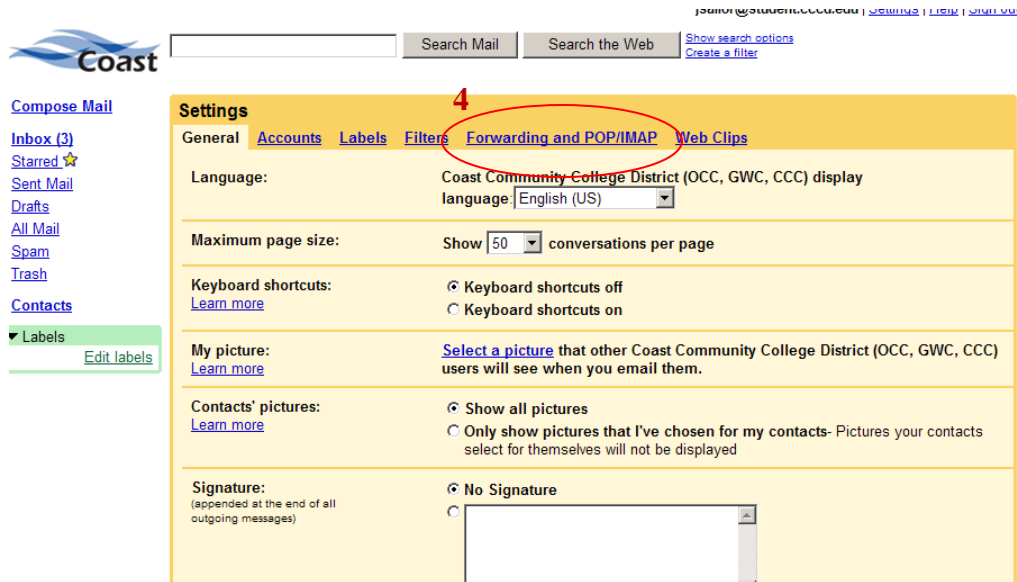
You are currently using 0 MB (0%) of your 6414 MB.

Coast Community College District (OCC, GWC, CCC) view: [standard](#) | [basic HTML](#) [Learn more](#)

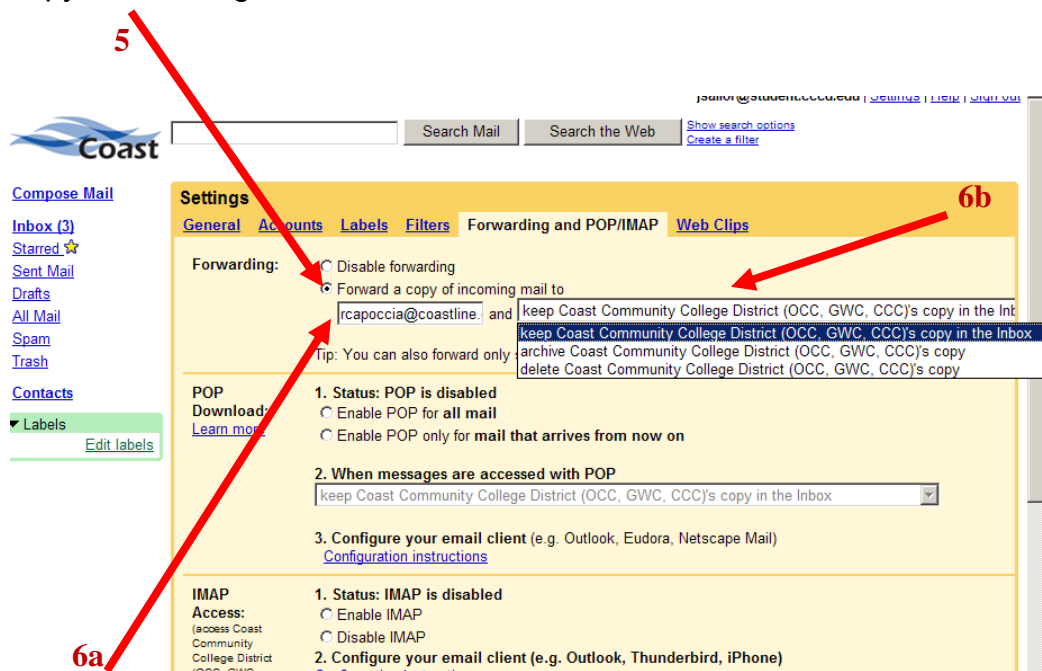
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3. Select the “Settings” option from the Gmail inbox.



4. On the “Settings” Menu, select “Forwarding and POP/IMAP”.
5. In the “Forwarding” area, select the second radio button to “Forward a copy of incoming mail...”



6. In the Forwarding section, a) Enter the e-mail address of the location to where you wish your messages forwarded; and b) select the option “Keep Coast Community College District(OCC,GWC,CCC)’s copy in the Inbox” in case forwarding fails.
7. Save your changes.