

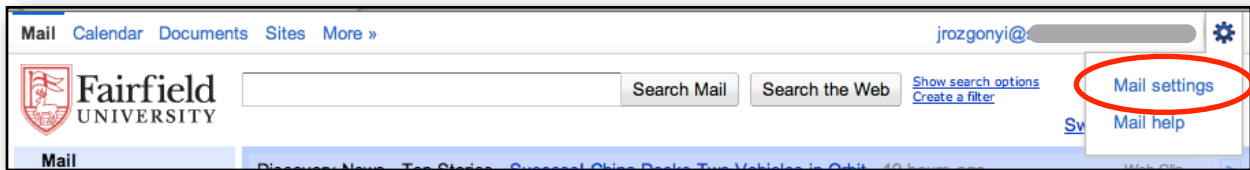


## Forwarding Student Gmail to Another Email Account

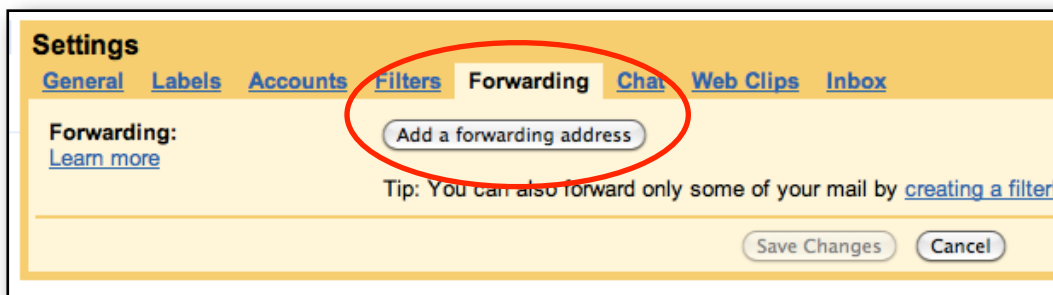
Fairfield University requires all faculty and administrators to communicate with students via the official student email system, Student Gmail, rather than alternate accounts that students might have. Since many of us have multiple email accounts, and it can be inconvenient to regularly check all of them, the Computing & Network Services encourages those students who don't want to access their Student Gmail on a daily basis to set their Gmail to forward all messages to a more regularly used account.

*Please do not ask you instructor to send official University correspondence directly to an alternate account. Set your Student Gmail to forward to another account if you so choose.*

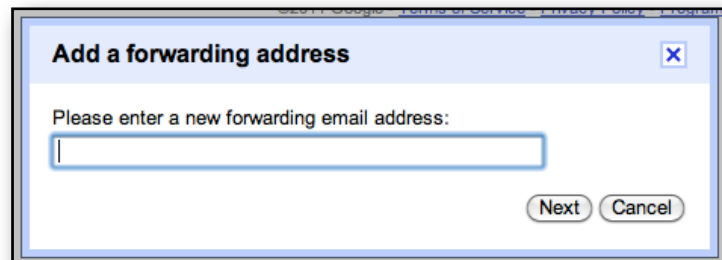
1. Log on to your Student Gmail account by going to fairfield.edu/gmail and clicking the logon link at the top of the page. Use your NetID username and password to access this account.



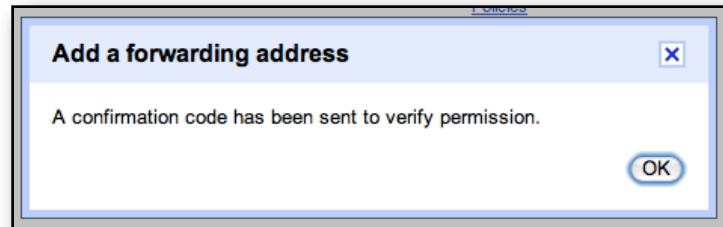
2. Once you're in your Gmail account, click on the Gear icon in the upper right-hand corner of the screen and select **Mail Settings**.
3. Click **Forwarding** from the *Settings* menu, then click on the **Add a forwarding address** button.



4. A box will appear asking you designate a forwarding address. Enter the complete address and click **Next**.



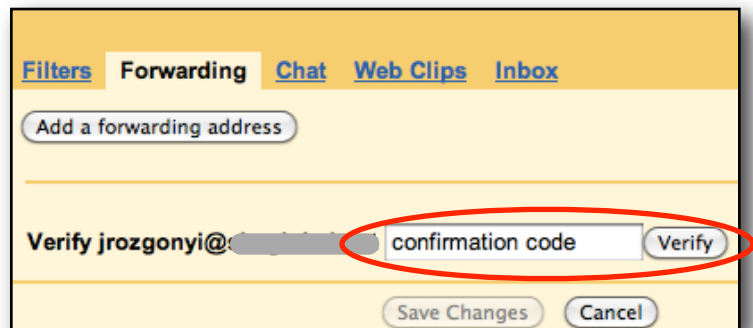
5. A message will appear telling you that a confirmation code is being sent to the *forwarding address*.



6. An email will arrive in a few moments in the Inbox of the account *you wish your Student Gmail to be forwarded to*. It will have a link that can be clicked to activate the forwarding as well as a Confirmation Code. **Do not click the link; instead, highlight and copy the Confirmation Code.**

address [jrozgonyi@.....](#).  
Confirmation code: 65684966

7. Return to the Forwarding section of your Student Gmail account, paste the Confirmation Code into the verification box, and click **Verify**.



8. You'll see a message confirming that the mail forwarding is now in place.

