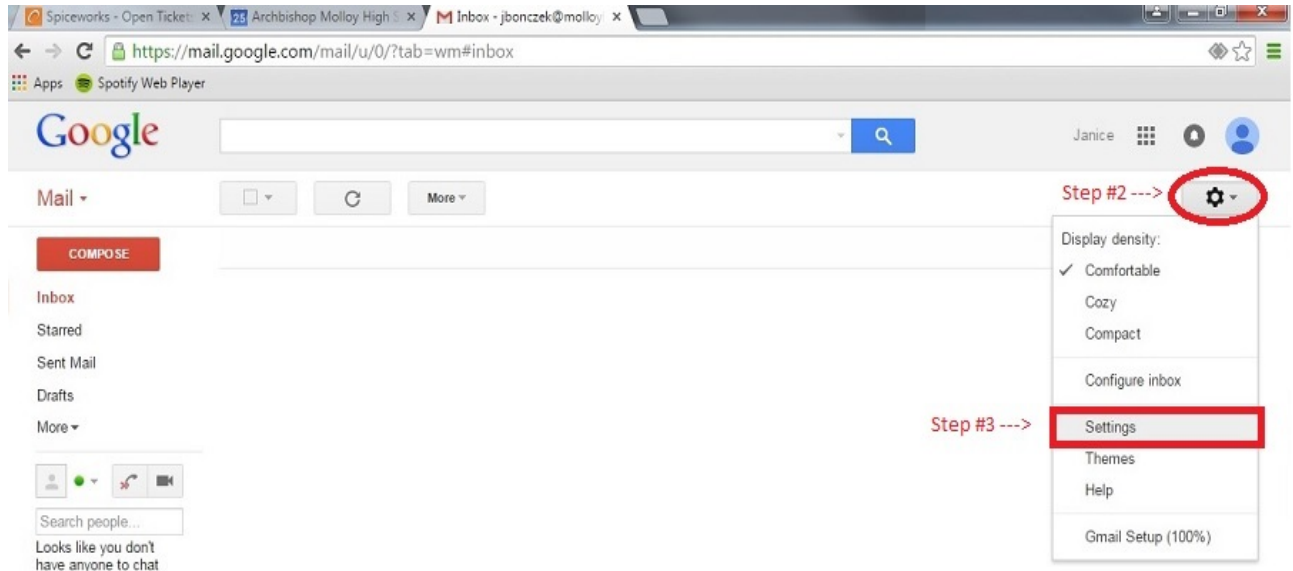
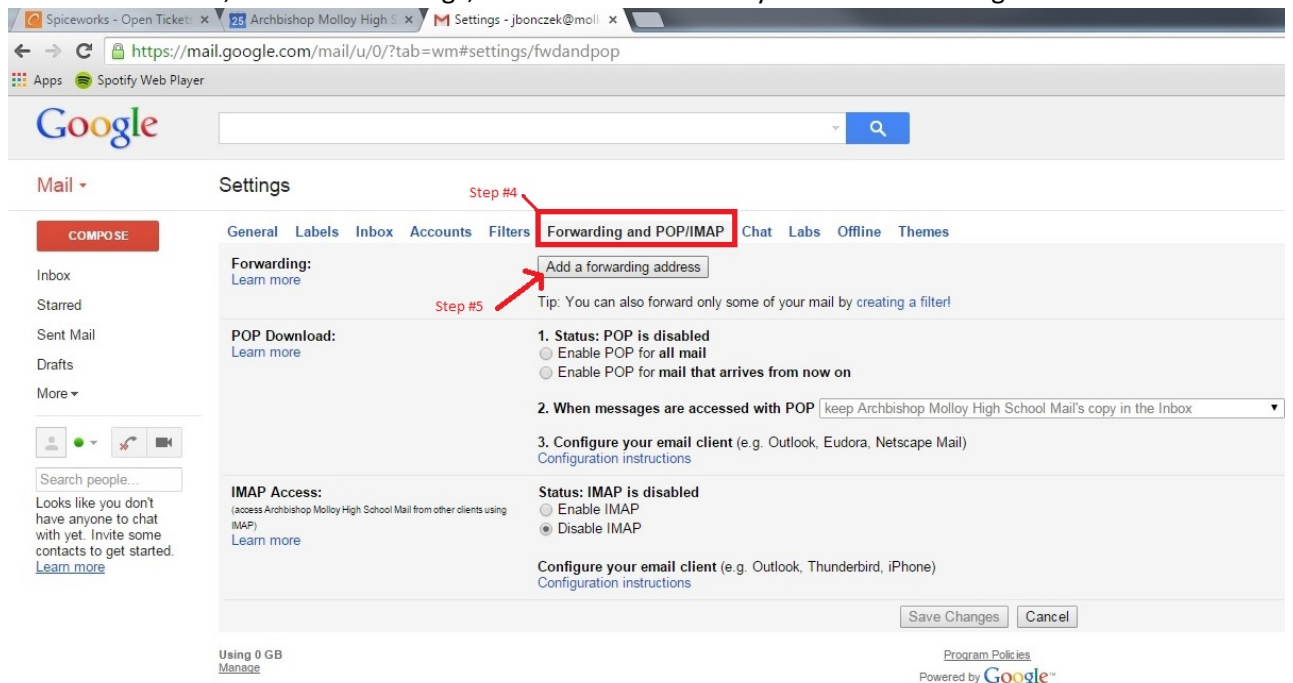


How to forward mail from your GMAIL (stanner.org) account to another account

1. Sign in to your stanner.org account on google.com
2. Click on the small gear symbol in the upper right hand corner of the screen.
3. Click “settings”



4. Select the “Forwarding and POP/IMAP” link at the top of the screen.
5. In the first section, titled “Forwarding”, click the button that says “Add a forwarding address”



6. Follow the directions by typing in the address you want the mail sent to, and clicking “Next”. It will then ask you to confirm the address is spelled correctly, if so click the “Proceed” button.

A dialog box titled "Add a forwarding address" with a close button (X) in the top right corner. The text inside reads "Please enter a new forwarding email address:" followed by an empty text input field. Below the input field are two buttons: "Next" and "Cancel".

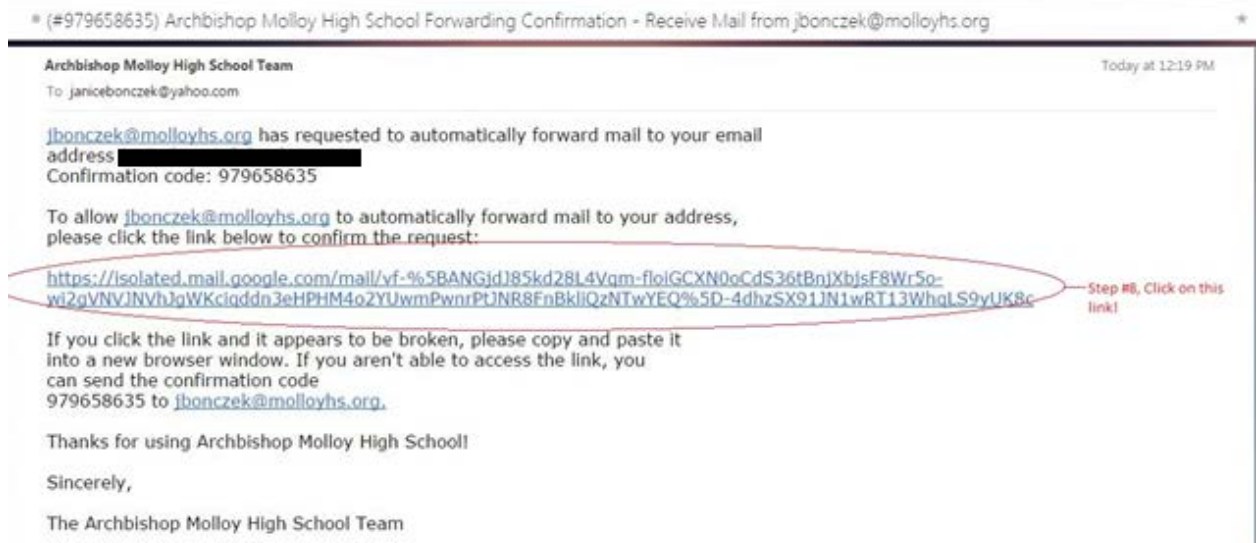
A dialog box titled "Confirm forwarding address" with a close button (X) in the top right corner. The text inside reads "Forwarding mail to" followed by a blacked-out email address. Below this are two buttons: "Proceed" and "Cancel".

7. A box will pop up, telling you that you've been sent an email to verify permission. Click "OK".

A dialog box titled "Add a forwarding address" with a close button (X) in the top right corner. The text inside reads "A confirmation code has been sent to verify permission." Below this is a single button labeled "OK".

8. Log into your email account that you want the mail to be forwarded to, and open the email you've received from Google. Click on the link that appears below the following sentence: "To allow (yourname@stanner.org) to automatically forward mail to your address, please click the

link below to confirm the request:”



- Go back to www.google.com, and go back to the settings by follow steps 1-4 again. In the “Forwarding” section at the top, select the button for “Forward a copy of incoming mail to (your email address)” and “Keep Archbishop Molloy High School Mail’s copy in the Inbox. In the first drop-down menu, select your email address you entered in step 6. In the second drop-down menu, you can choose whichever of the options you want. The second selection will apply to your stanner.org email address. Then click the “Save Changes” button at the bottom of the screen.

