

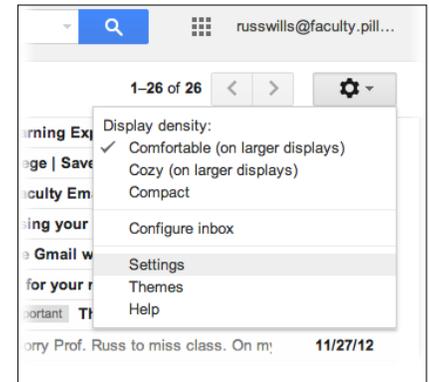
# Academic Technology

## Forward Your Faculty Email



### Step 1: Log in to Gmail

Visit <http://www.gmail.com> and log in to your faculty account using your full email address and password. (Your email address is `username@faculty.pillar.edu`.)



### Step 2: Go to Gmail Settings

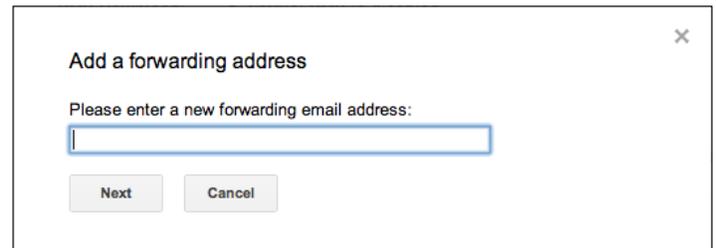
After logging into your faculty email account in Gmail, click on the Settings icon under your username near the top-right corner. Then choose "Settings" from the list of options that appears.

### Step 3: Set the "Fowarding" Option

Click on "Fowarding" in the list of tabs that appears. Then click on the "Add a forwarding address" button.



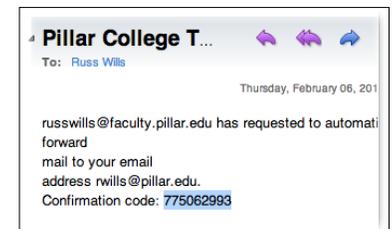
Gmail will ask you for the email address you wish to forward your mail to. Enter the appropriate email address and click on Next.



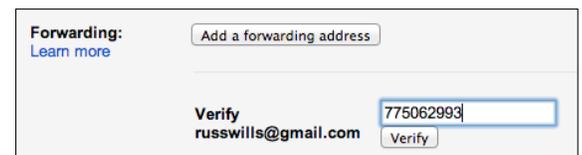
When prompted, double-check the email address you entered to confirm that it is typed accurately and then click on "Proceed".

### Step 4: Check Your Email

Gmail will send an automated email to the address you will be forwarding your mail to. Open a new tab or browser window so that you are able to check your other email while leaving the Gmail settings open. Check your email in your primary email account (the account you will be forwarding your email to). If the automated email does not appear, check your spam or junk mail folders.



This email will contain a confirmation code. Copy the confirmation code from this email. Go back to the tab with your Gmail settings and paste this confirmation code in the corresponding text box. Click the "Verify" button, and you are nearly finished.



### Step 5: Enable Forwarding and Save Changes

To complete the setup, click on the botton next to "Forward a copy of incoming mail..." Finally, click on the "Save Changes" button toward the bottom of the window.

