


# Forward mail to another account

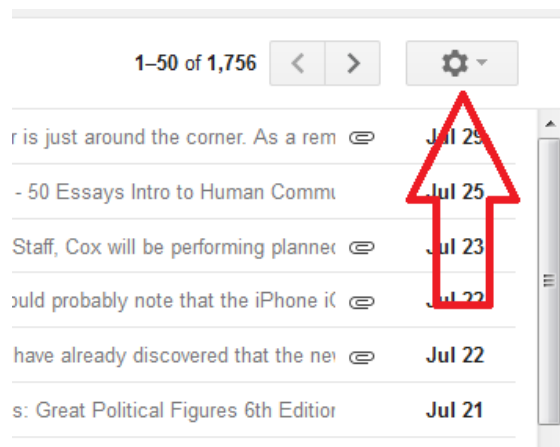
Your McPherson College Masters Program Gmail account lets you automatically forward incoming mail to another address.

Here's how to forward messages automatically:

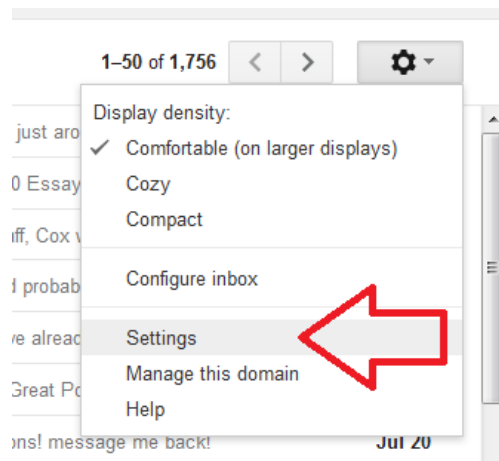
After logging into your McPherson College e-mail at <http://mail.masters.mcpherson.edu/> :

Make sure you're looking at your Inbox.

1. Click the  gear in the top right.



2. Select **Settings**.



3. Click the **Forwarding and POP/IMAP** tab.

## Settings

General **Labels** **Inbox** **Accounts** **Filters** **Forwarding and POP/IMAP** Chat Labs

**Language:** McPherson College Student Email Mail display language: English  
[Change language settings for other Google products](#)  
[Show all language options](#)

**Phone numbers:** Default country code: United States

**Maximum page size:** Show 50 conversations per page  
Show 250 contacts per page

4. Under the two drop-down menus in the "Forwarding" section, choose "Forward a copy..." and click the 'Add a Forwarding Address' button.

## Settings

General **Labels** **Inbox** **Accounts** **Filters** **Forwarding and POP/IMAP** Chat Labs

**Forwarding:**  
[Learn more](#)

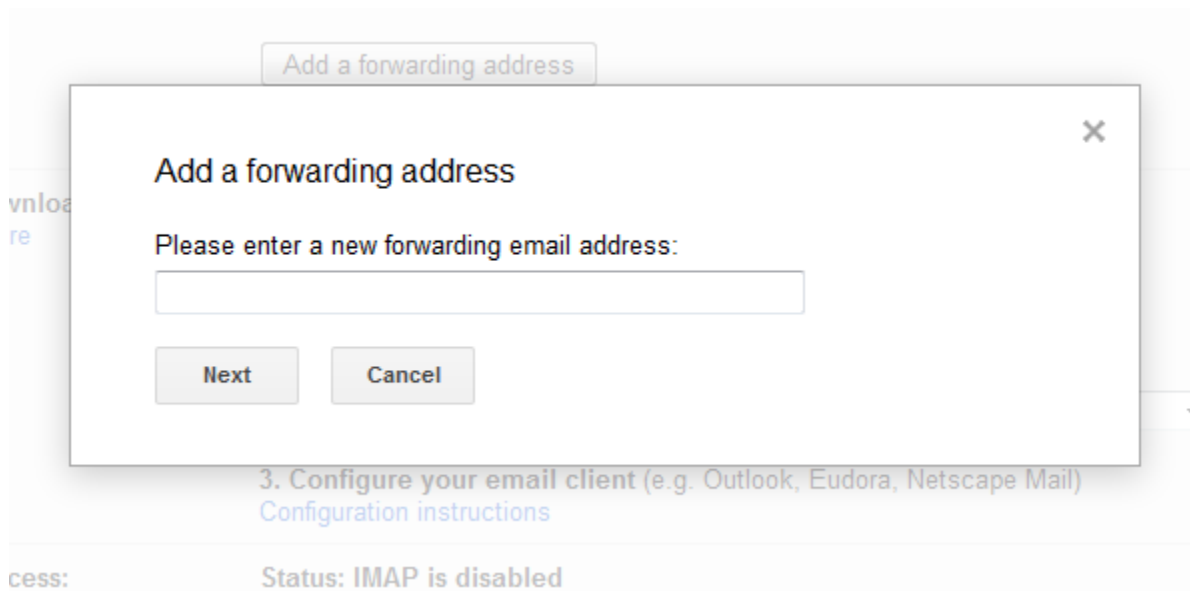
Disable forwarding  
 Forward a copy of incoming mail to [ ] and  
keep McPherson College Student Email Mail's copy in the Inbox [ ]

[Add a forwarding address](#)

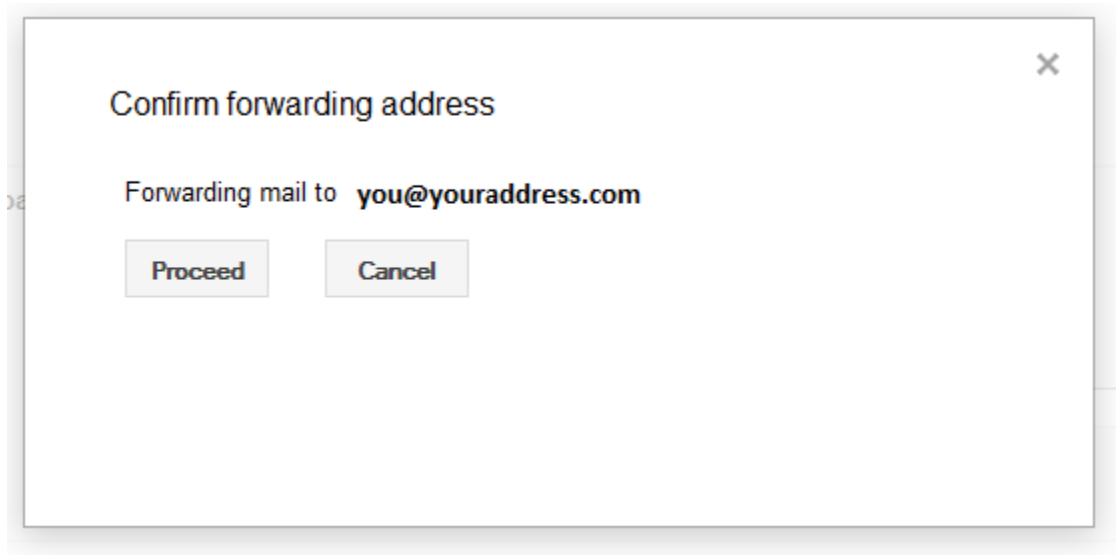
Tip: You can also forward only some of your mail by [creating a filter!](#)

(more)

5. Enter the email address to which you'd like your messages forwarded and click 'Next'.



6. Confirm your forwarding address. Click 'Proceed'.



7. For your security, we'll send a verification to that email address.
8. Open your forwarding email account and find the confirmation message from the Gmail team.

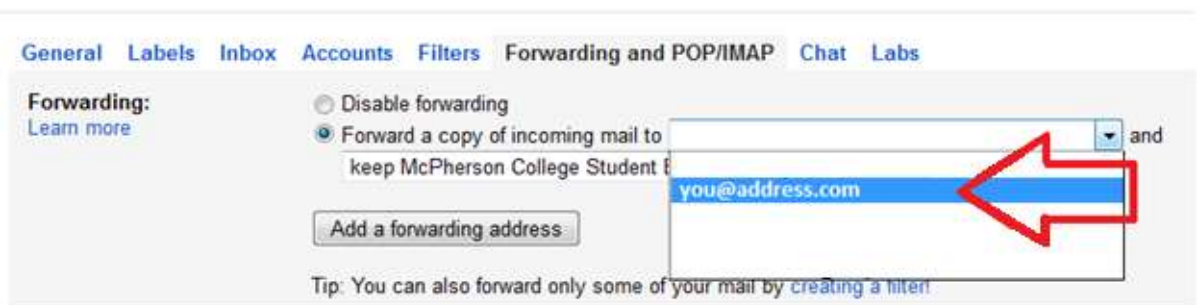
9. Click the verification link in that email. You should see this pop up in a new browser window or tab:



you@masters.mcpherson.edu may now forward mail to you@youraddress.com

10. Back in your masters.mcpherson account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.

## Settings



(more)

11. Select the action you'd like your messages to take from the next drop-down menu.

## Settings

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Labs

**Forwarding:**  
[Learn more](#)

Disable forwarding


Forward a copy of incoming mail to  and

and

- keep McPherson College Student Email Mail's copy in the Inbox
- mark McPherson College Student Email Mail's copy as read
- archive McPherson College Student Email Mail's copy
- delete McPherson College Student Email Mail's copy**

Tip: You can also forward only some of your mail by creating a filter.

Tip: You can also forward only some of your mail by creating a filter!



12. Click **Save Changes**.

## Settings

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Labs

**Forwarding:**  
[Learn more](#)

Disable forwarding

Forward a copy of incoming mail to  and

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 7/20/10

- 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


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

**IMAP Access:**  
(access McPherson College Student Email Mail from other clients using IMAP)  
[Learn more](#)

Status: IMAP is disabled


- Enable IMAP
- Disable IMAP

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



1% full  
Using 0.36 GB of your 30 GB

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You also can set up [filters](#) to forward messages that meet specific criteria. You can create 20 filters that forward to other addresses. You can maximize your filtered forwarding by [combining filters](#) that send to the same address.