Mississippi University for Women
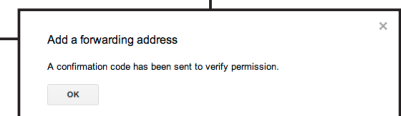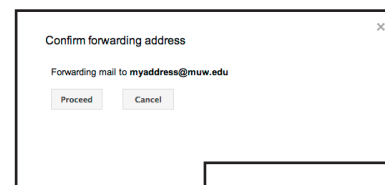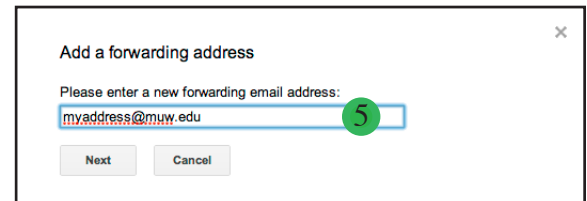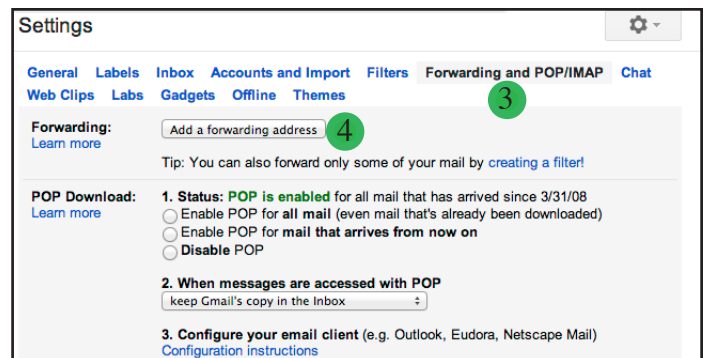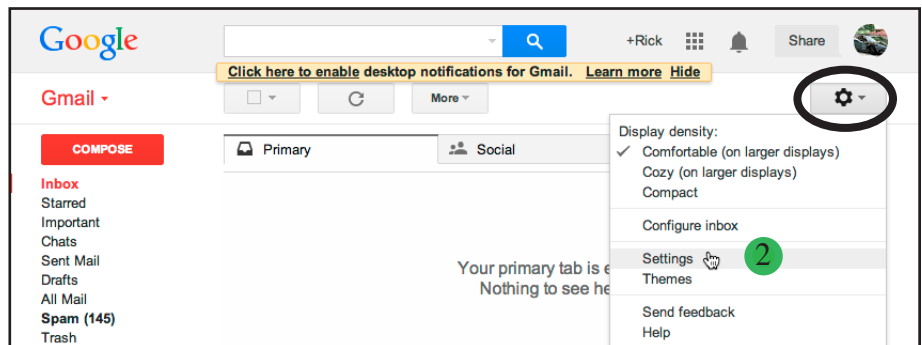
Forward Myapps Email to your Email Account

If you use Myapps Google, your students will have access to your email address in the system. Forwarding your mail can be accomplished in a few easy steps.

1. Log in to your Gmail account with your Myapps Google Login.
2. Go to Gmail Account Settings.

3. Select the **Forwarding and POP/IMAP** tab.
4. Click **Add a forwarding address** in the "**Forwarding**" section.

5. Enter the email address you want to forward to.

6. For your security, Google will send a verification to that email address.

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7. Open your forwarding email account, and find the confirmation message from the Gmail team.
8. Copy the **verification code** in the email message.

9. Back in your Gmail account, paste the **verification code** that you copied in step 8.
10. **Click** the **Verify** button.

11. Select the **Forward a copy of incoming mail to** option and make sure your new forwarding address is listed in the first drop-down menu.
12. In the second drop-down menu, choose what you want Gmail to do with your messages, such as keep Gmail's copy in the Inbox or archive Gmail's copy.
13. **Click Save Changes** at the bottom of the page.