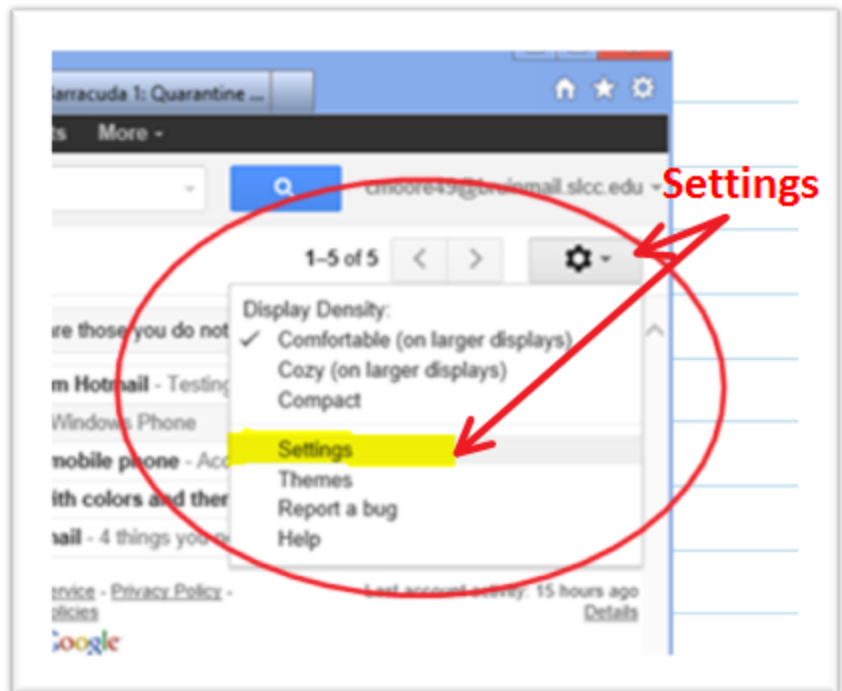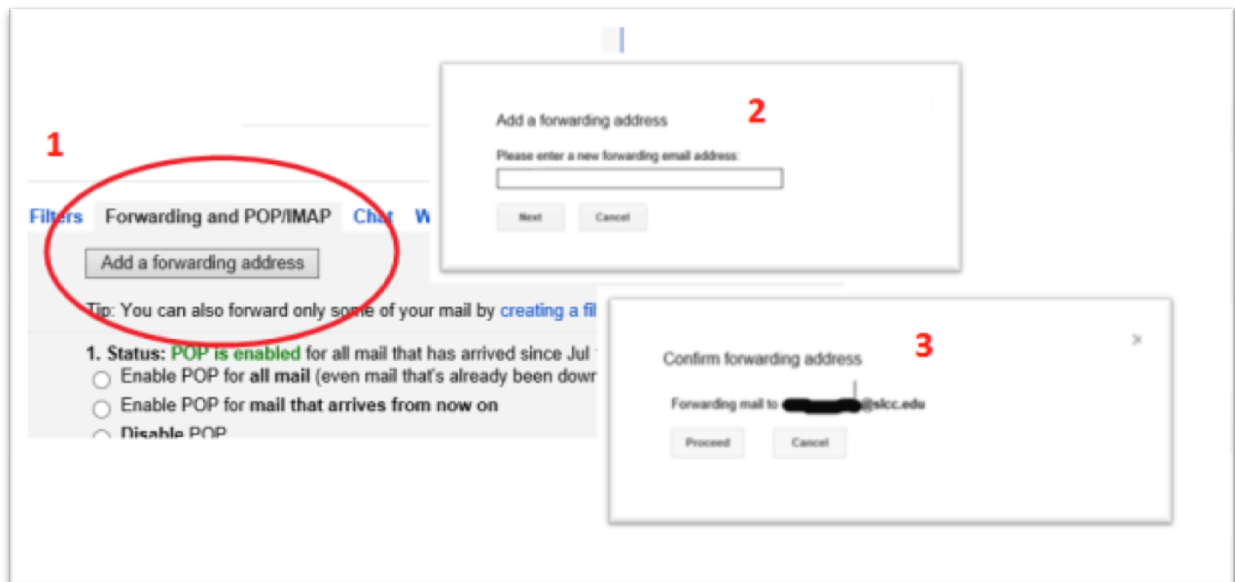## Forwarding Email

If you would like to forward all future email from your @Bruinmail.slcc.edu account to another account (for example, to your personal email account or your account on an SLCC domain like slcc.edu), you can follow these instructions to set up forwarding.

If you are currently forwarding and would like to change your forwarding address, these instructions will work as well.
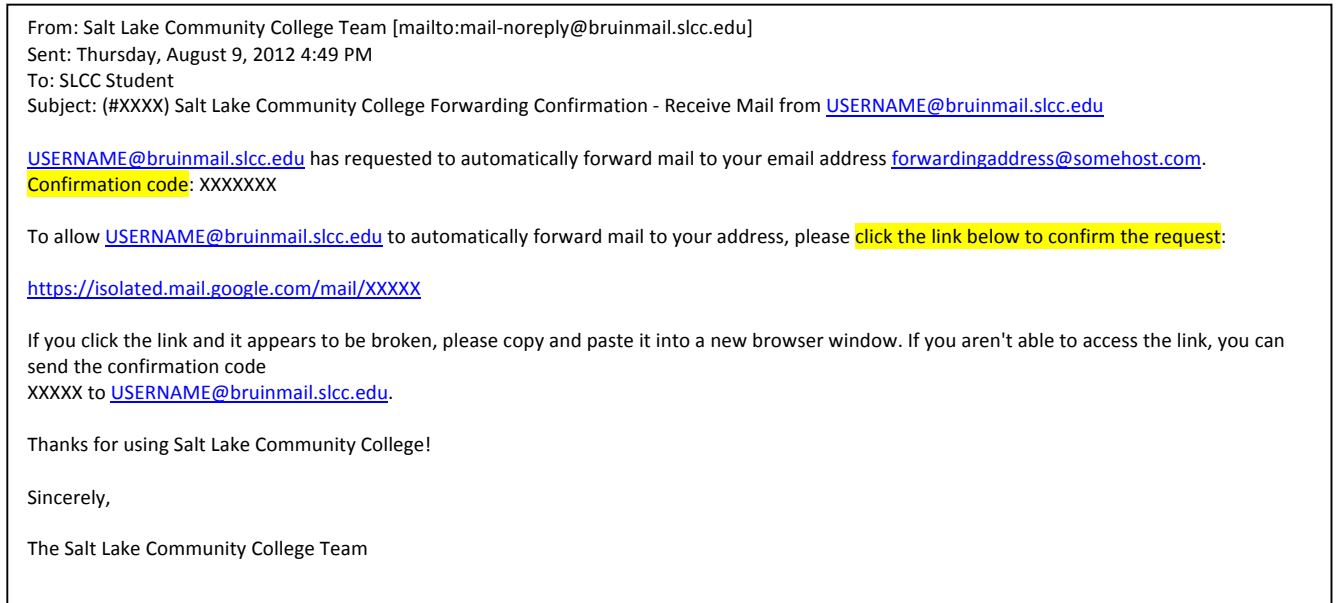
1. Log in to your BruinMail account from Mypage (http://MyPage.slcc.edu) and click on the email icon.

2. Click the **Settings** link on the top right, then click the **Forwarding and POP/IMAP** heading.
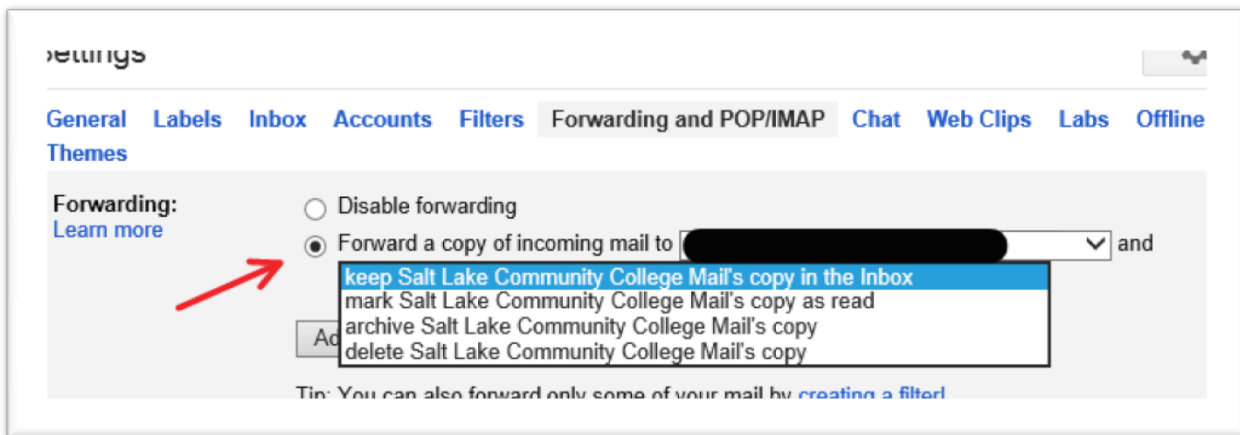

3. In the Forwarding and POP/IMAP section, click the **Add a Forwarding Address** button and type your forwarding address. The system will also have your confirm the email address. Make sure it is spelled correctly!

4. You will be sent an email to the forwarding address with both a confirmation PIN and a link you can use to **Confirm the forward to your account**. From the Email, you can either click on the **Confirmation Link**, or you can go back to the Google site and enter in the **Confirmation Code** into the Google settings page in the Forwarding and POP/IMAP section to complete the authorization process.

From: Salt Lake Community College Team [mailto:mail-noreply@bruinmail.slcc.edu]
Sent: Thursday, August 9, 2012 4:49 PM
To: SLCC Student
Subject: (#XXXX) Salt Lake Community College Forwarding Confirmation - Receive Mail from USERNAME@bruinmail.slcc.edu

USERNAME@bruinmail.slcc.edu has requested to automatically forward mail to your email address forwardingaddress@somehost.com.
Confirmation code: XXXXXXX

To allow USERNAME@bruinmail.slcc.edu to automatically forward mail to your address, please click the link below to confirm the request:

https://isolated.mail.google.com/mail/XXXXX

If you click the link and it appears to be broken, please copy and paste it into a new browser window. If you aren't able to access the link, you can send the confirmation code
XXXXX to USERNAME@bruinmail.slcc.edu.

Thanks for using Salt Lake Community College!

Sincerely,

The Salt Lake Community College Team

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5. Return to the settings of your Google account and select **Forward a Copy of Incoming Mail** and make sure your address is selected from the drop-down menu. Then, choose whether you want to:
   - Keep SLCC Mail's copy in the inbox (recommended if you plan to log into bruinmail.slcc.edu)
   - Delete SLCC Mail's copy (recommended if you do NOT plan to log into bruinmail.slcc.edu)

Last, scroll down to the bottom of the page and Save Changes.

How to Stop Forwarding

1. Log in to MyPage (http://MyPage.slcc.edu) and click on the email icon.

2. Click the **Settings** link on the top right, then click the **Forwarding and POP/IMAP** heading.

3. In the first section, Forwarding, choose the **Disable forwarding** option.