

HOW TO Forward Student Email

www.umpqua.edu *student email*



Forwarding your student Gmail address (@student.umpqua.edu) to another email address

1

Student Email

- Log into your **Student Email**

2

Gmail Settings



- Click on the gear icon and select **Settings**
- Click on **Forwarding and POP/IMAP menu**

Configure inbox

Settings

Themes

Help

3

Forwarding

- click **Add a forwarding address**
- Input your **Email Address** that you want to forward to
- click **Next**
- click **Confirm**

4

Confirmation



A confirmation code will be sent to your new forwarding email address.

- check your forwarding email to receive your **Confirmation code**
- Enter the **Confirmation code** into the verification field (student email)
- click **Verify**

5

Forwarding

- click **Forward a copy of incoming mail to**
- select the new **Forwarding email**
- click **Save changes**

Need Help?

Help Desk

541-440-7808