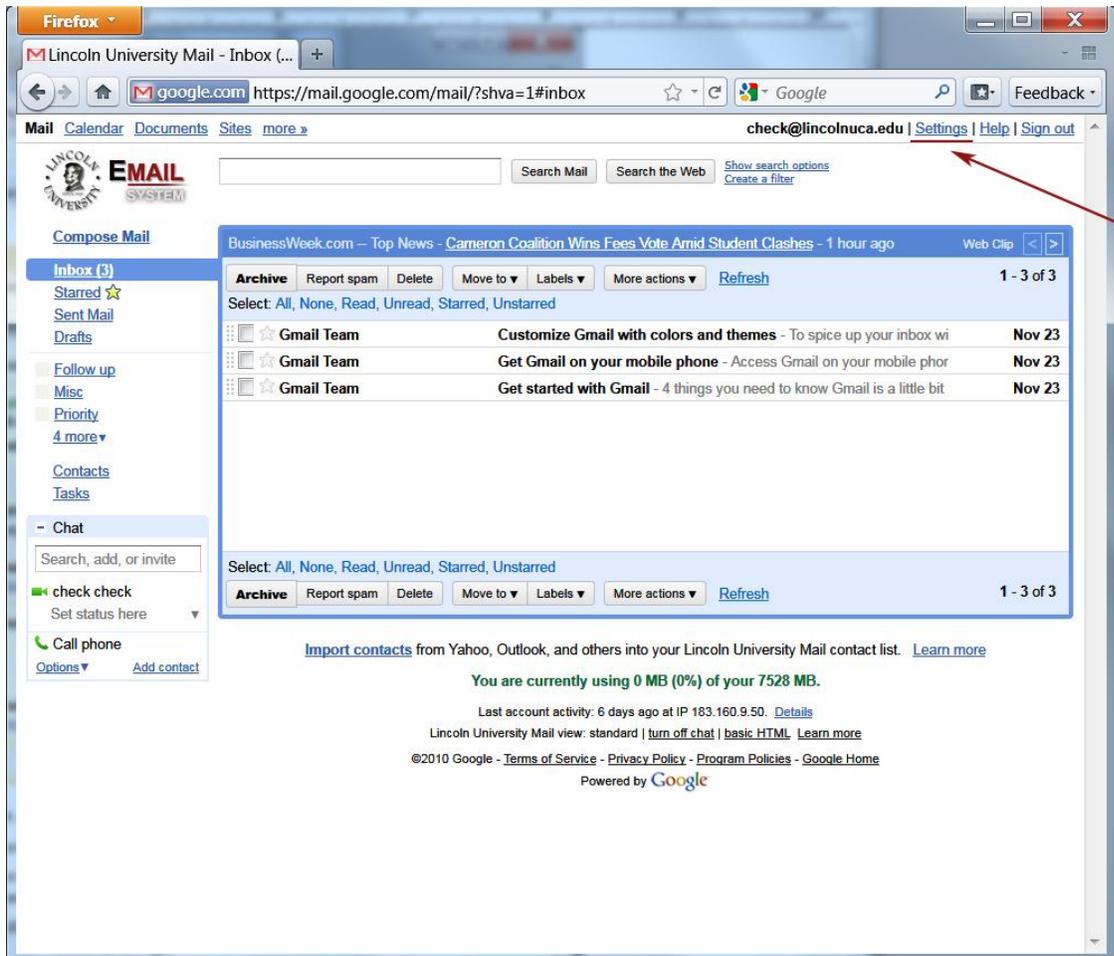


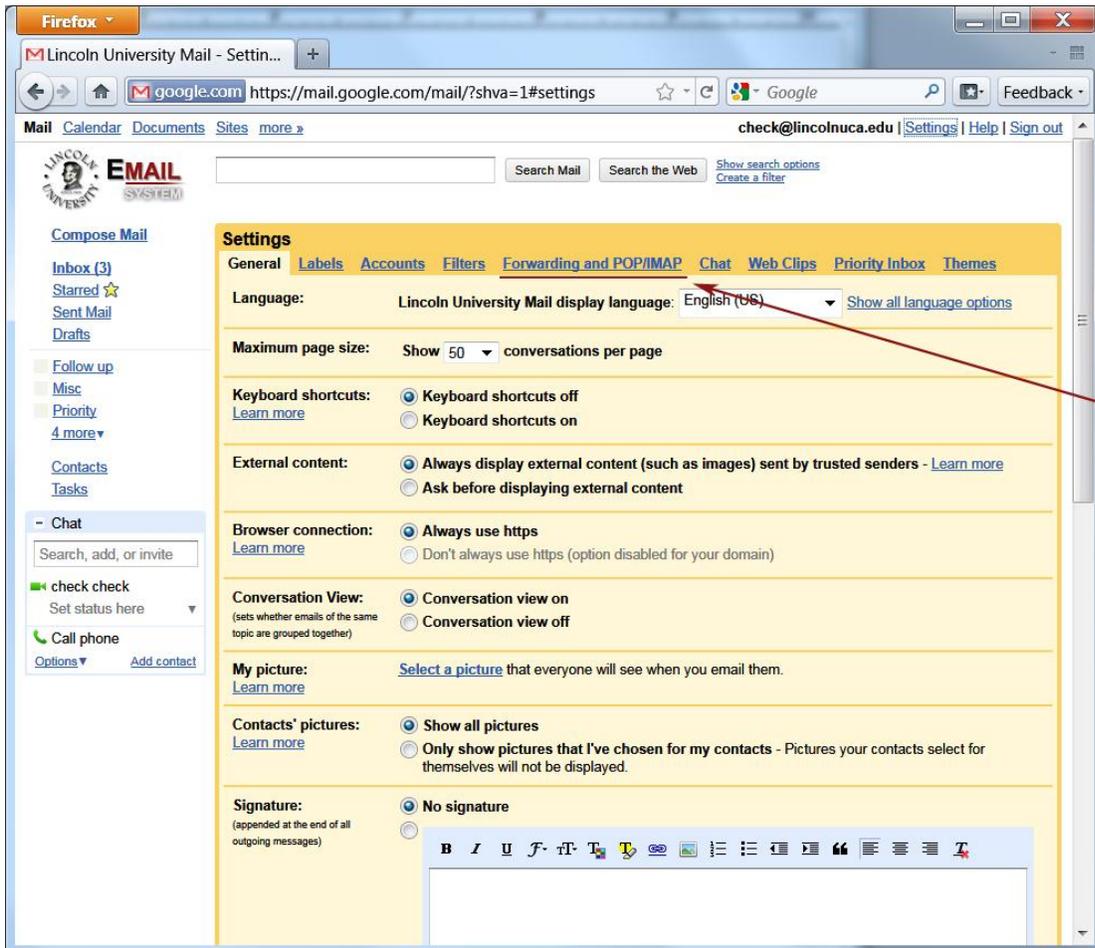
Lincoln University Email Forwarding Instruction

1. Click Settings at the top of any Lincoln University Email page.



Click On
“Settings”

2. Open the Forwarding and POP/IMAP tab.



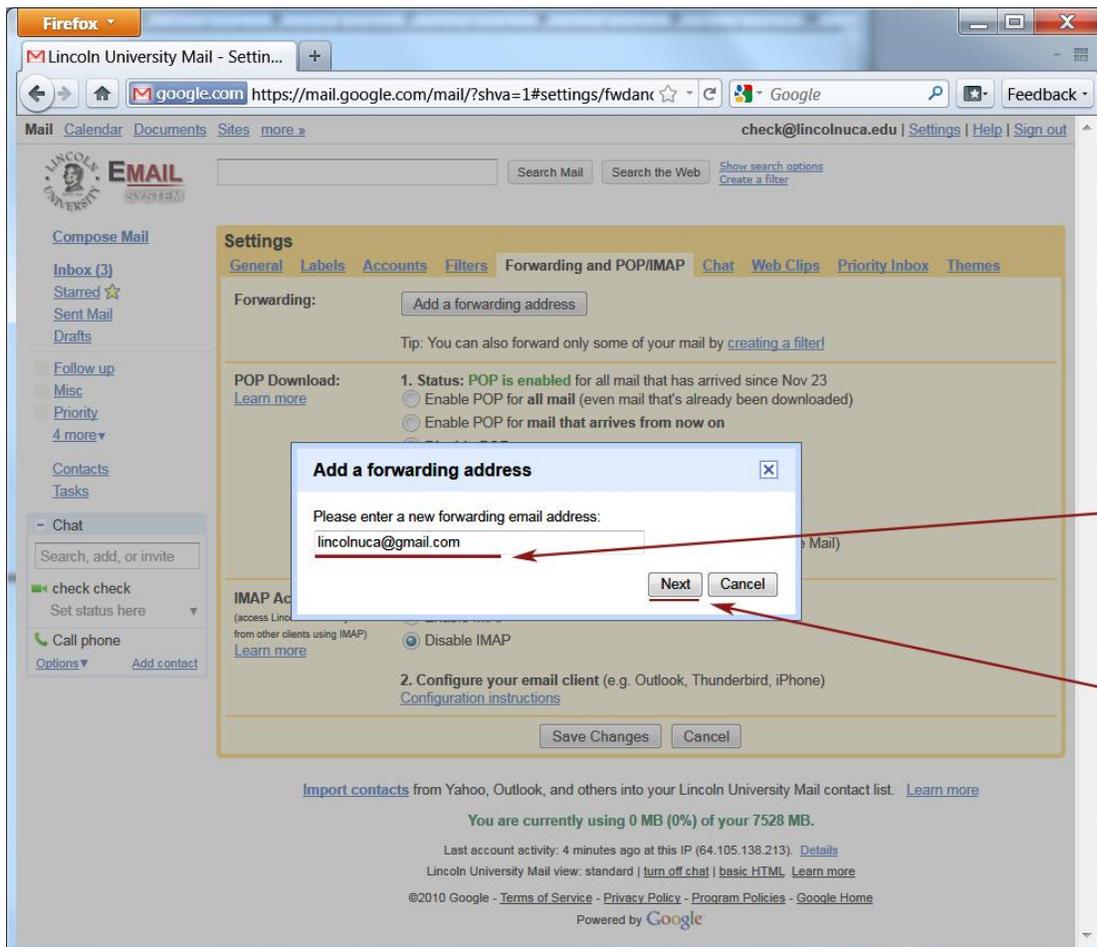
Go to
"Forwarding
and POP/IMAP"

3. Select “Add a forwarding address.”

The screenshot shows the 'Settings' page for a Lincoln University Mail account. The browser is Firefox, and the URL is <https://mail.google.com/mail/?shva=1#settings/fwdanc>. The user is logged in as check@lincolnuca.edu. The 'Forwarding and POP/IMAP' tab is active. In the 'Forwarding' section, the 'Add a forwarding address' button is highlighted with a red box and a red arrow. Below it, a tip states: 'Tip: You can also forward only some of your mail by [creating a filter!](#)'. The 'POP Download' section shows '1. Status: POP is enabled' for all mail since Nov 23, with options to 'Enable POP for all mail', 'Enable POP for mail that arrives from now on', or 'Disable POP'. The 'When messages are accessed with POP' section is set to 'keep Lincoln University Mail's copy in the Inbox'. The 'Configure your email client' section is for Outlook, Eudora, or Netscape Mail. The 'IMAP Access' section shows '1. Status: IMAP is disabled' with options to 'Enable IMAP' or 'Disable IMAP'. At the bottom, there are 'Save Changes' and 'Cancel' buttons. A footer contains account information: 'You are currently using 0 MB (0%) of your 7528 MB.', 'Last account activity: 6 days ago at IP 183.160.9.50.', and 'Lincoln University Mail view: standard | [turn off chat](#) | [basic HTML](#) | [Learn more](#)'. Copyright ©2010 Google, with links to Terms of Service, Privacy Policy, and Program Policies. The page is powered by Google.

Select “Add a forwarding address”

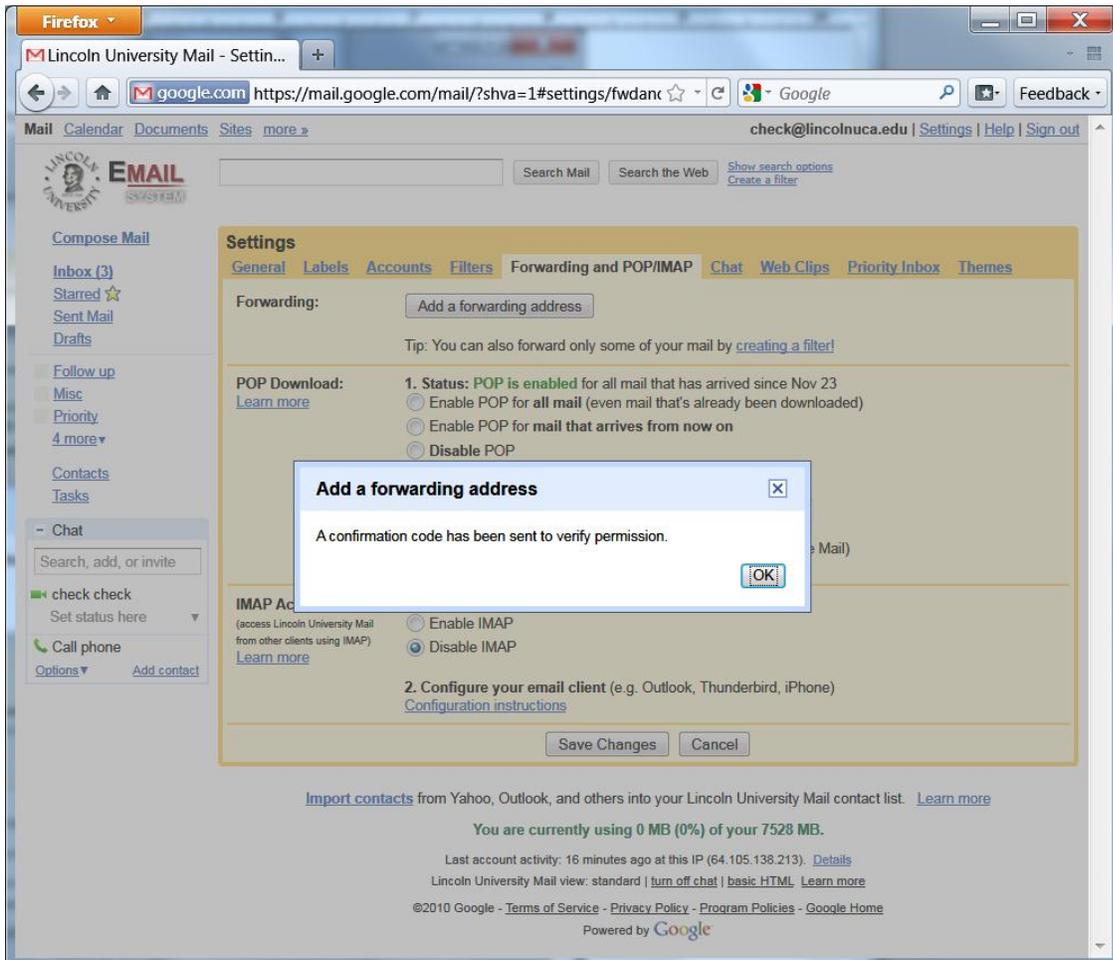
4. Enter the email address to which you'd like your messages forwarded.



1. Enter the email address to which you'd like your messages forwarded.

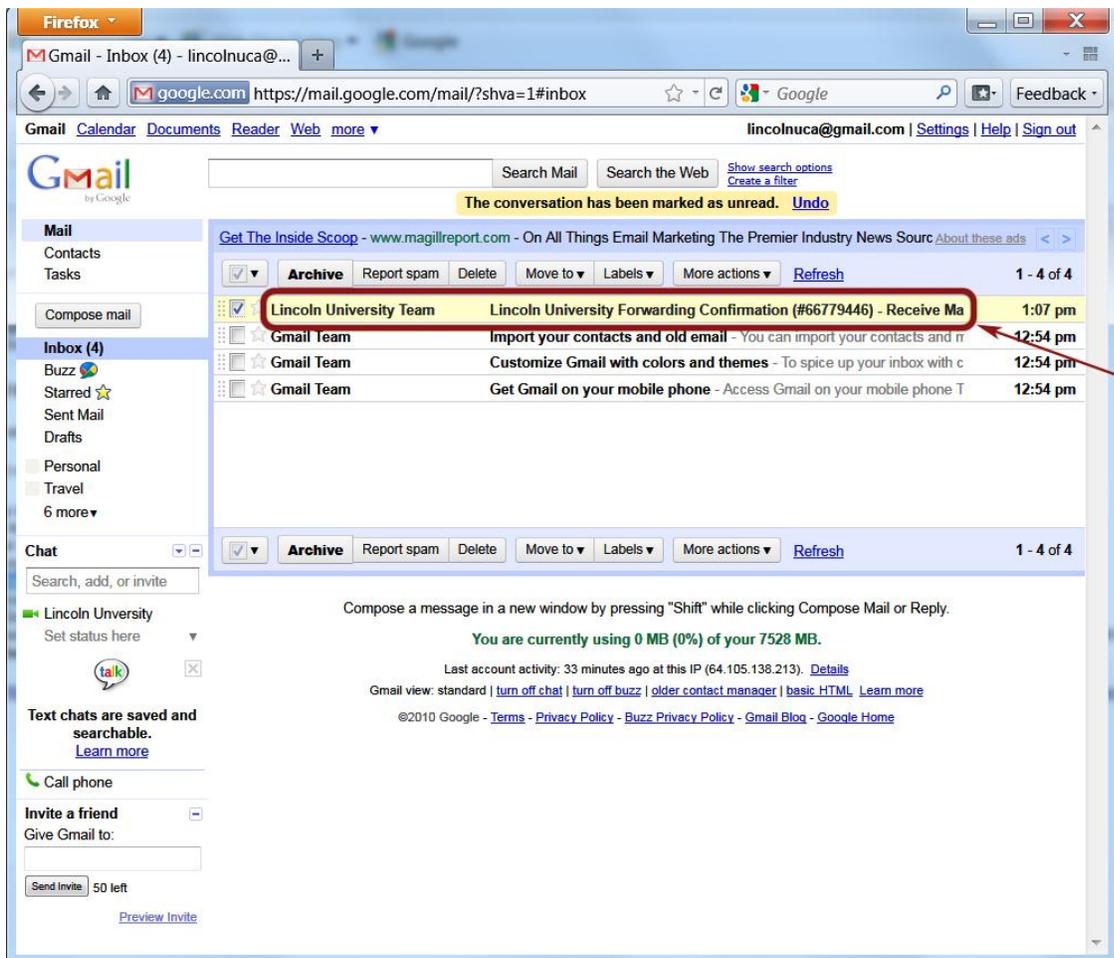
2. Click on "Next"

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



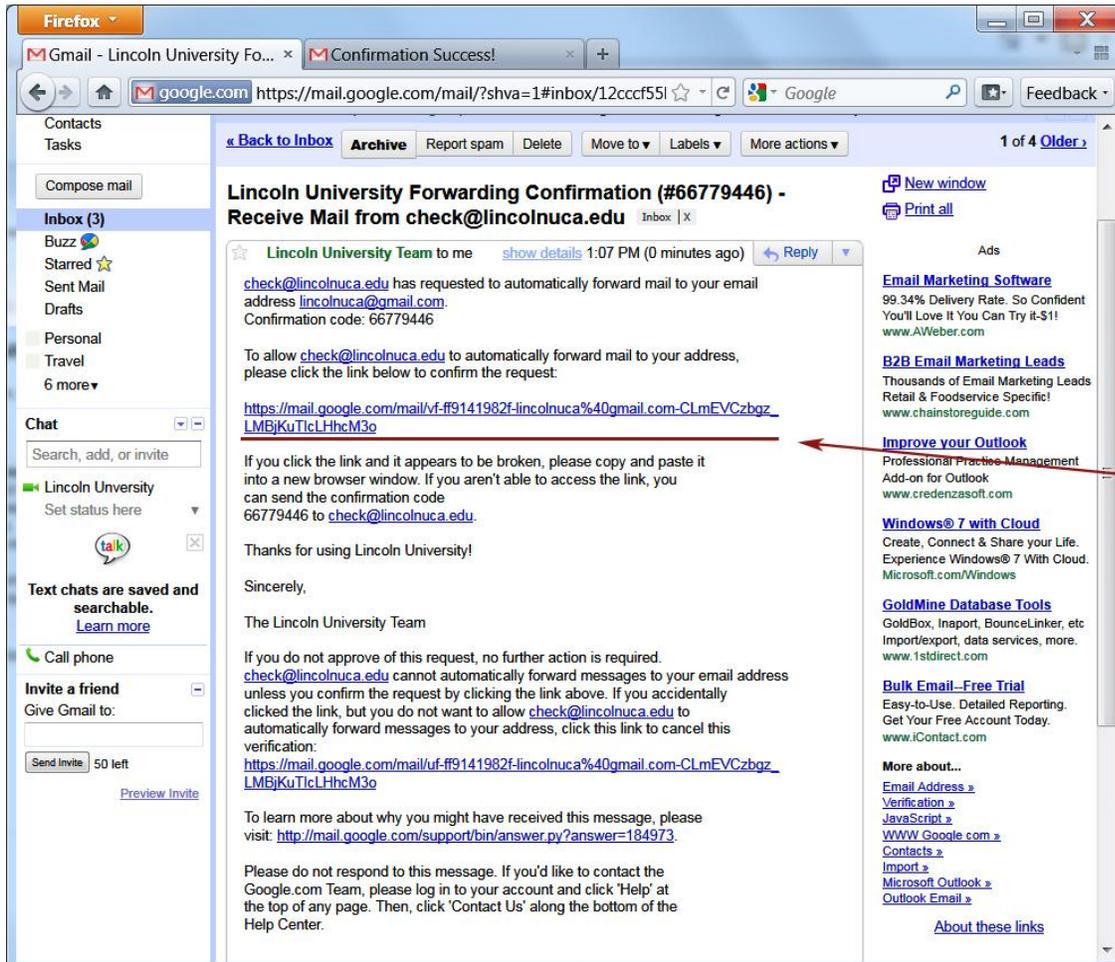
Google will send a verification to that email address

6. Open your forwarding email account, and find the confirmation message from the Lincoln University team.



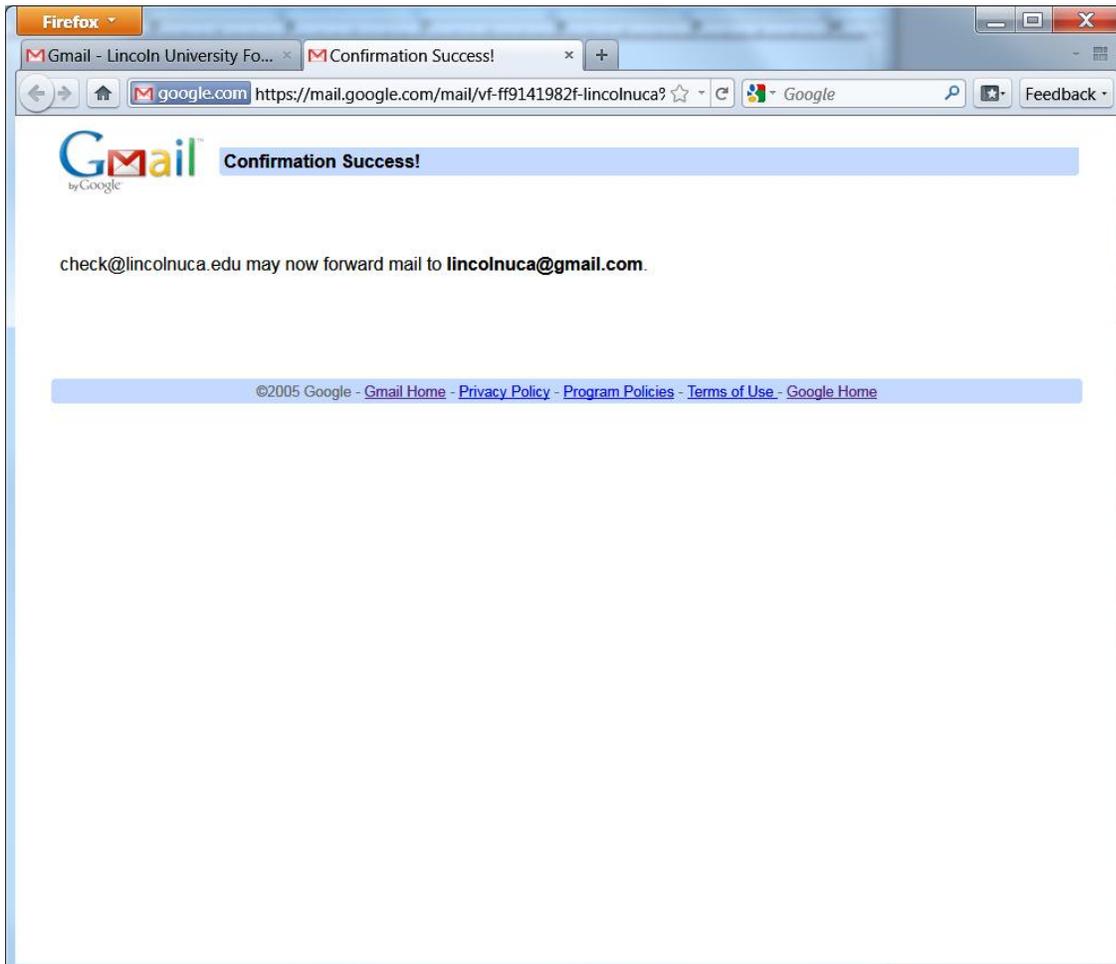
Find the confirmation message from the Lincoln University team

7. Click the verification link in that email.

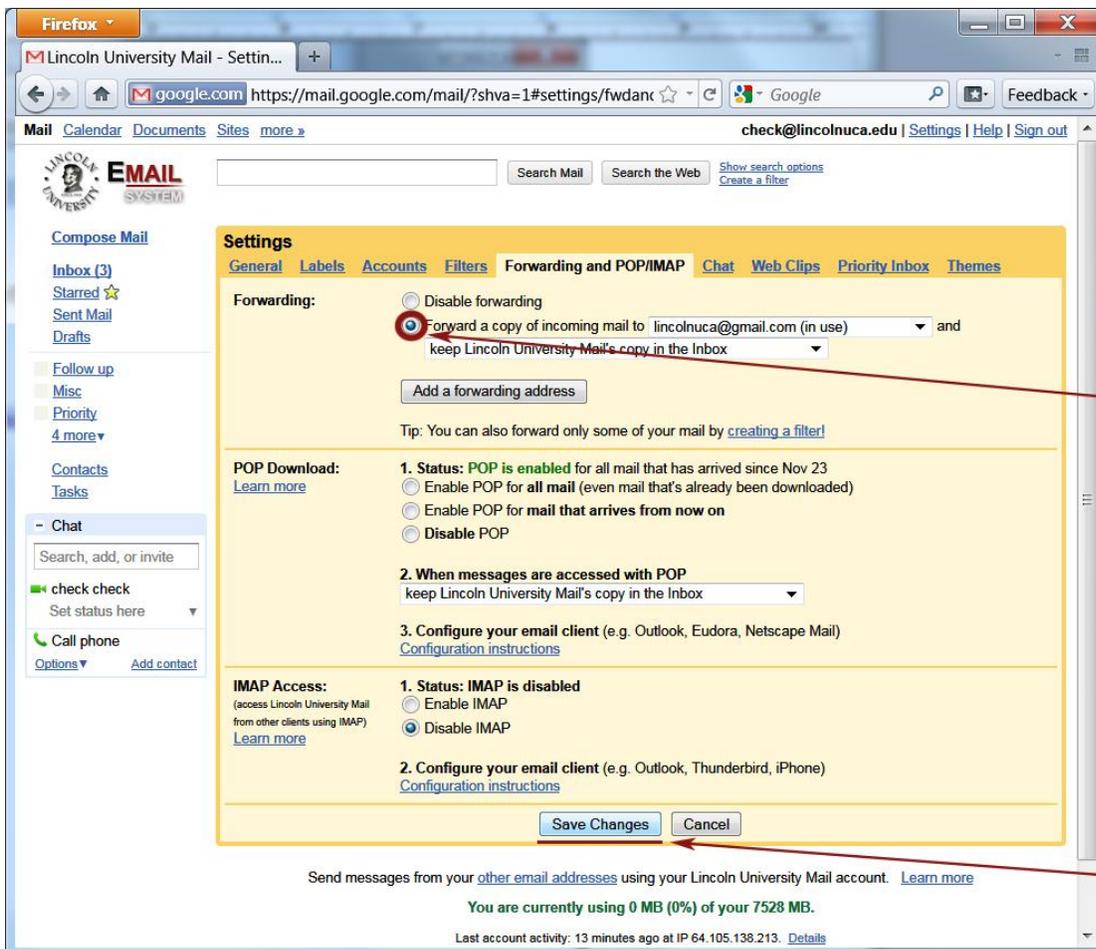


The screenshot shows a Gmail interface in a Firefox browser window. The browser tabs include 'Gmail - Lincoln University Fo...' and 'Confirmation Success!'. The address bar shows 'https://mail.google.com/mail/?shva=1#inbox/12cccf551'. The email header is 'Lincoln University Forwarding Confirmation (#66779446) - Receive Mail from check@lincolnuca.edu'. The sender is 'Lincoln University Team' and the subject is 'check@lincolnuca.edu has requested to automatically forward mail to your email address lincolnuca@gmail.com'. The email body contains a confirmation code '66779446' and a long URL: 'https://mail.google.com/mail/vf-ff9141982f-lincolnuca%40gmail.com-CLmEVCzbgz-LMBjKuTicLHhcM3e'. A red arrow points from a red text box on the right to this URL. The text box contains the instruction 'Click on the link you received.'.

8. A new window will pop up.



9. Back in your Lincoln University account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
10. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to All Mail or Trash.
11. Click **Save Changes**.



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

2. Click on "Save Changes"

If you need further help, please contact master@lincolnuca.edu or you can call (510)628-8020.