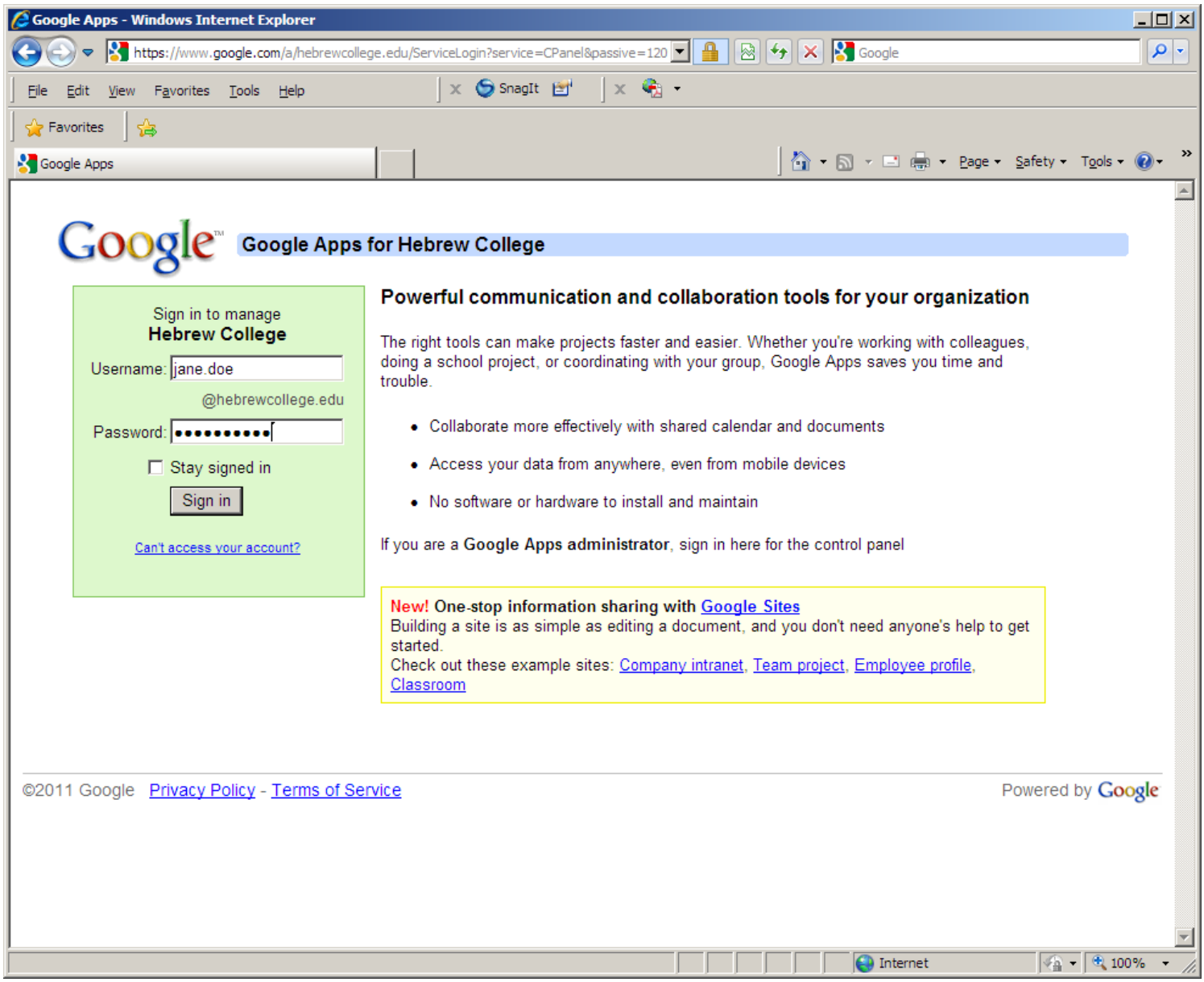
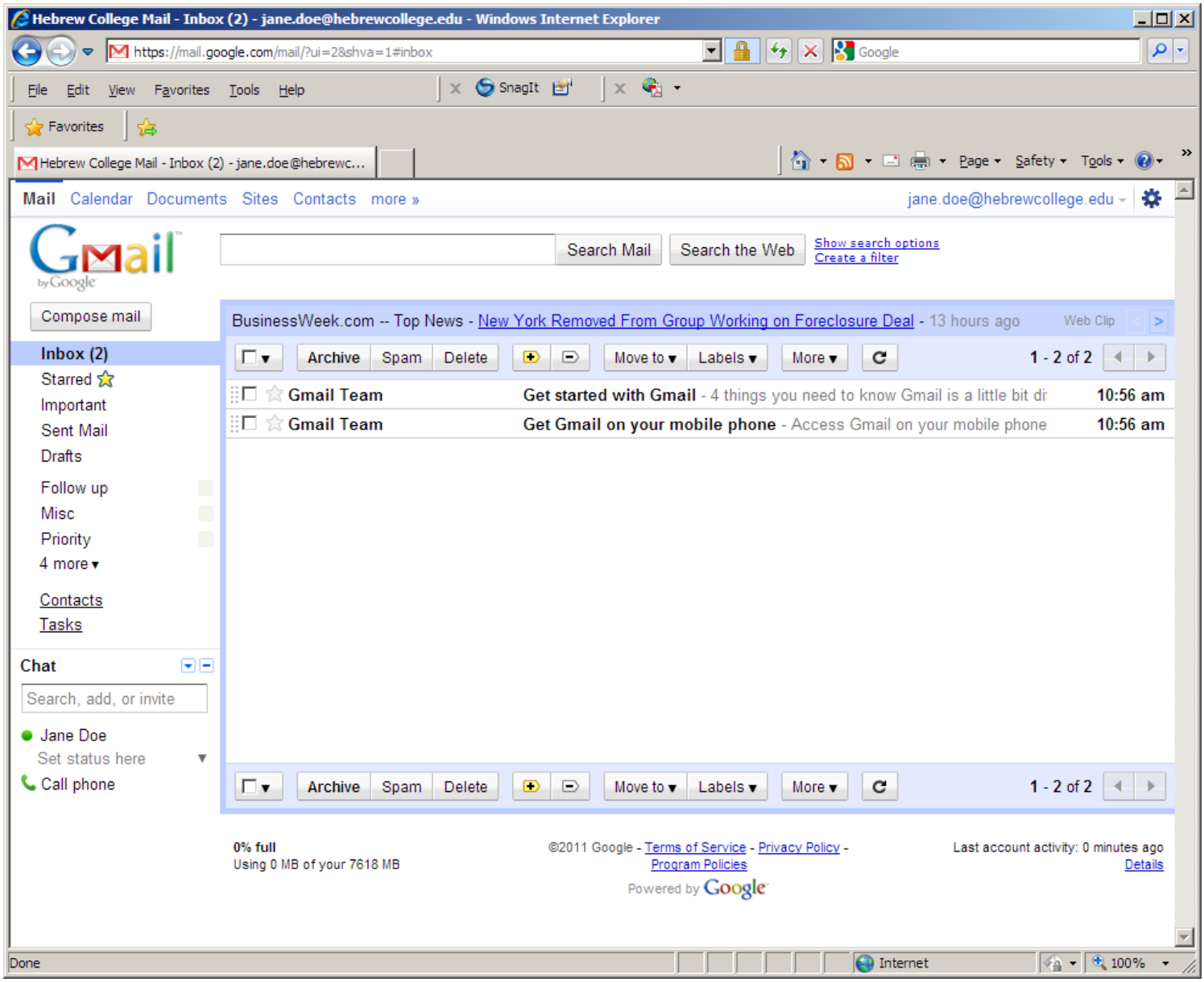
Go to the below url and sign into your email account with your provided username and password.

https://www.google.com/a/hebrewcollege.edu/ServiceLogin

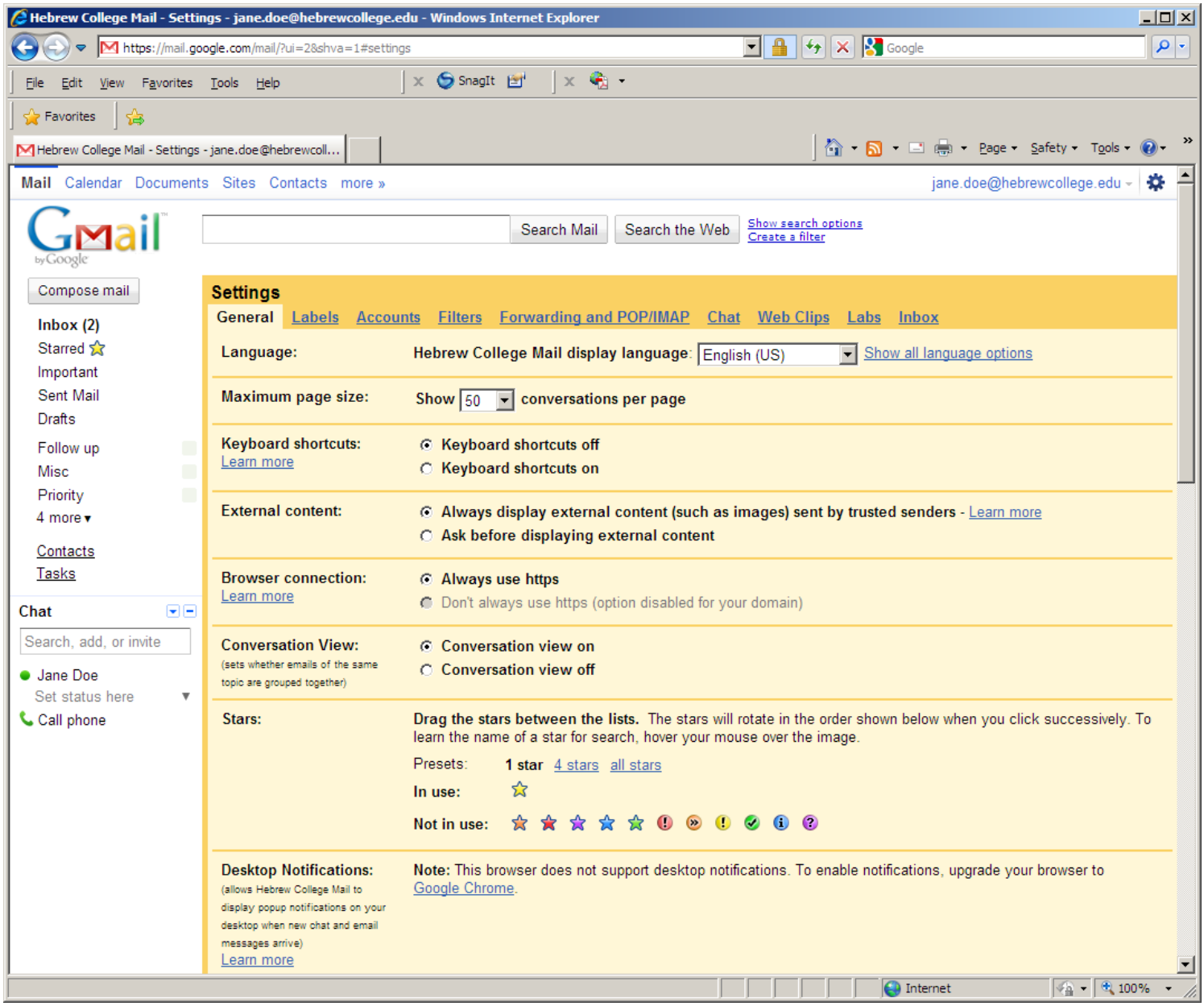


Go to your email account.

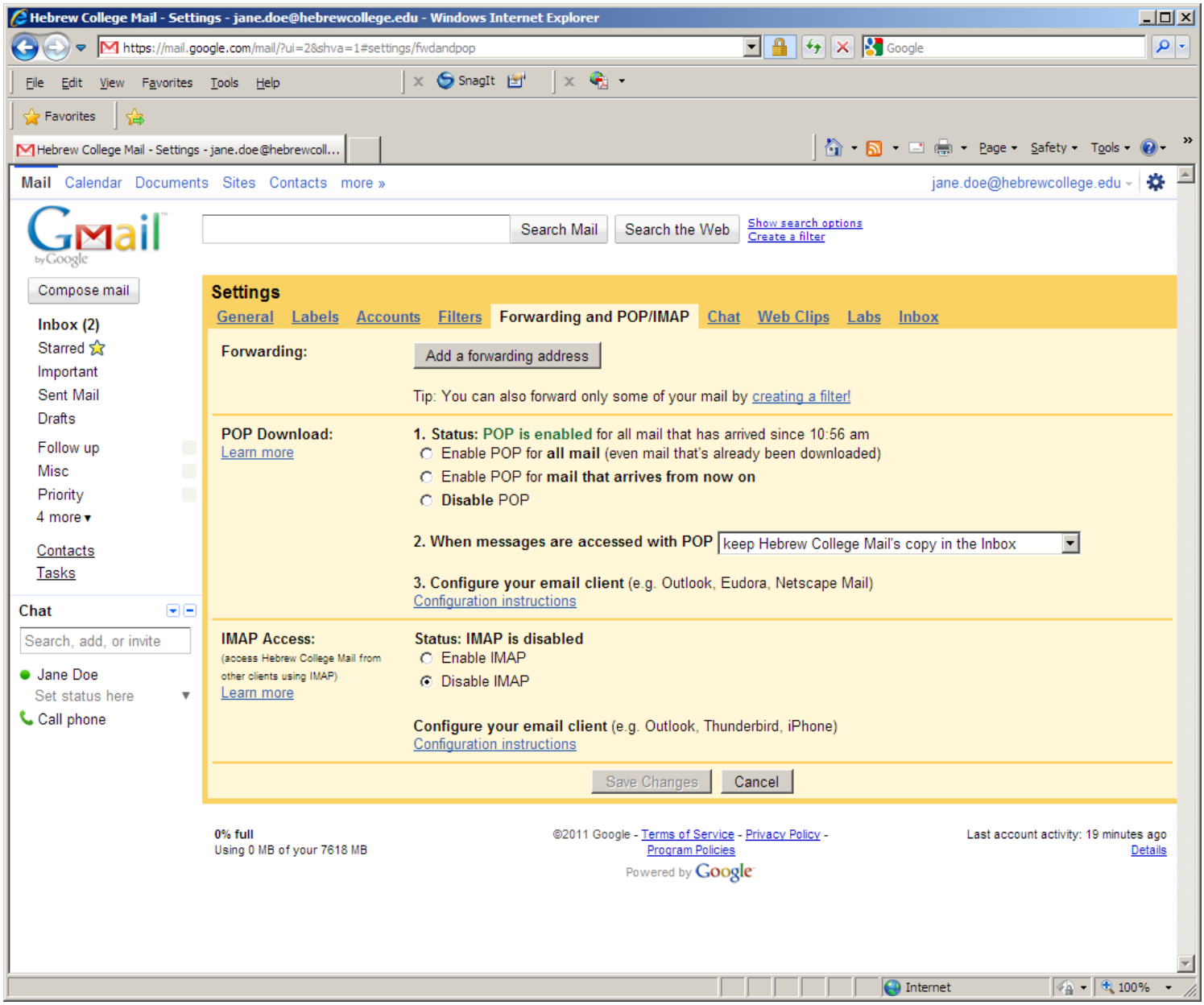


In the upper right hand corner you will still see a small ‘gear’ icon. Left click on this and then left click on ‘Mail Settings’

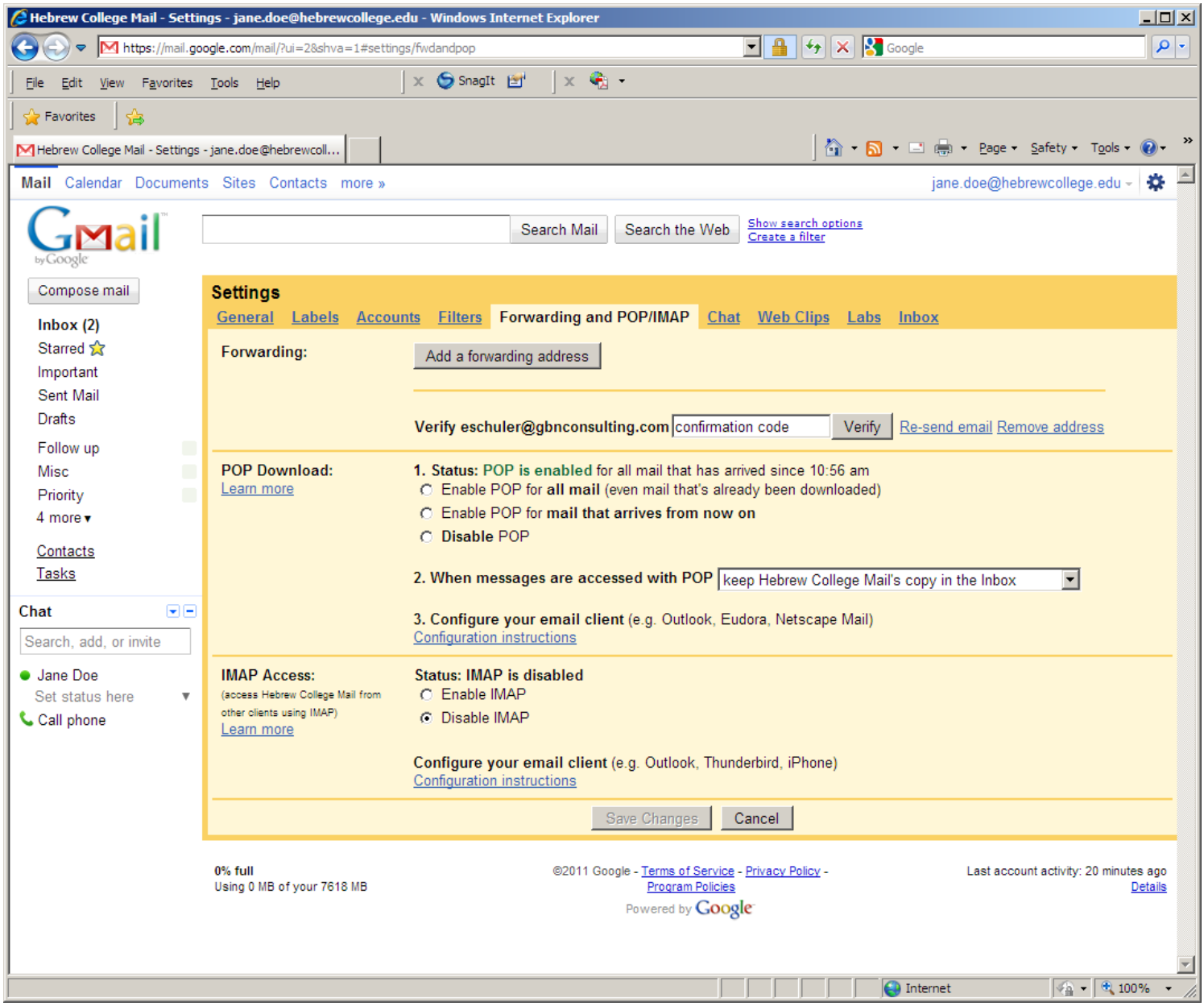
Under Settings, click on the ‘Forwarding and POP/IMAP’ tab



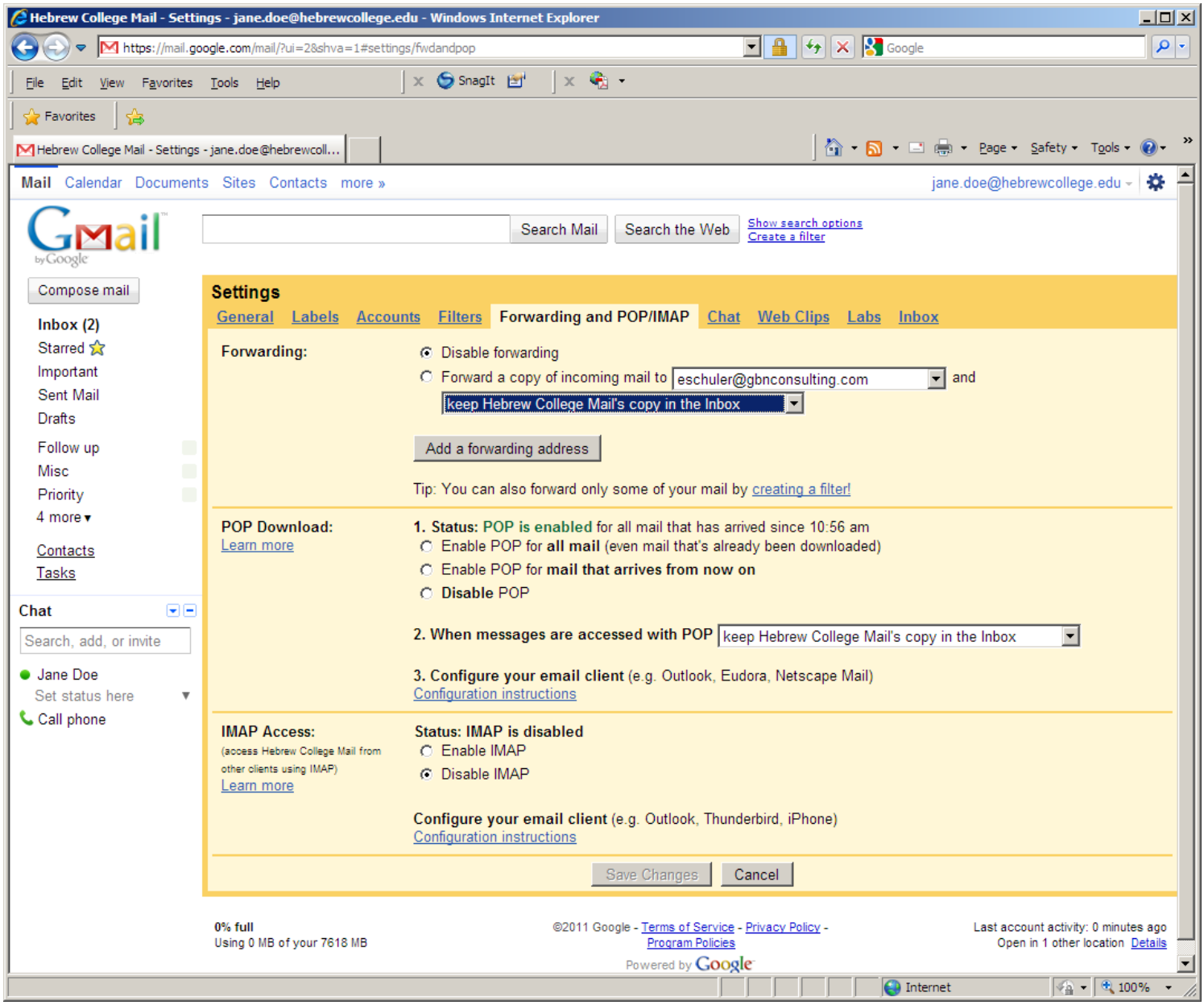
Click on ‘Add a forwarding address’ and enter the email address you’d like to forward to.
A verification code will be sent to that address. Access the forwarded email account and verify that you received the email.



Back at your Google account you will then need to click on the Verify button.



You now need to place a check mark in the ‘Forward a copy of incoming mail to …….’ and then change the option from ‘keep Hebrew College Mail’s copy in the Inbox’ to ‘delete Hebrew College Mail’s copy’.



Done