

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>

Google Apps - Windows Internet Explorer

https://www.google.com/a/hebrewcollege.edu/ServiceLogin?service=CPanel&passive=120

File Edit View Favorites Tools Help

Google Apps

Google™ Google Apps for Hebrew College

Sign in to manage
Hebrew College

Username:
@hebrewcollege.edu

Password:

Stay signed in

[Can't access your account?](#)

Powerful communication and collaboration tools for your organization

The right tools can make projects faster and easier. Whether you're working with colleagues, doing a school project, or coordinating with your group, Google Apps saves you time and trouble.

- Collaborate more effectively with shared calendar and documents
- Access your data from anywhere, even from mobile devices
- No software or hardware to install and maintain

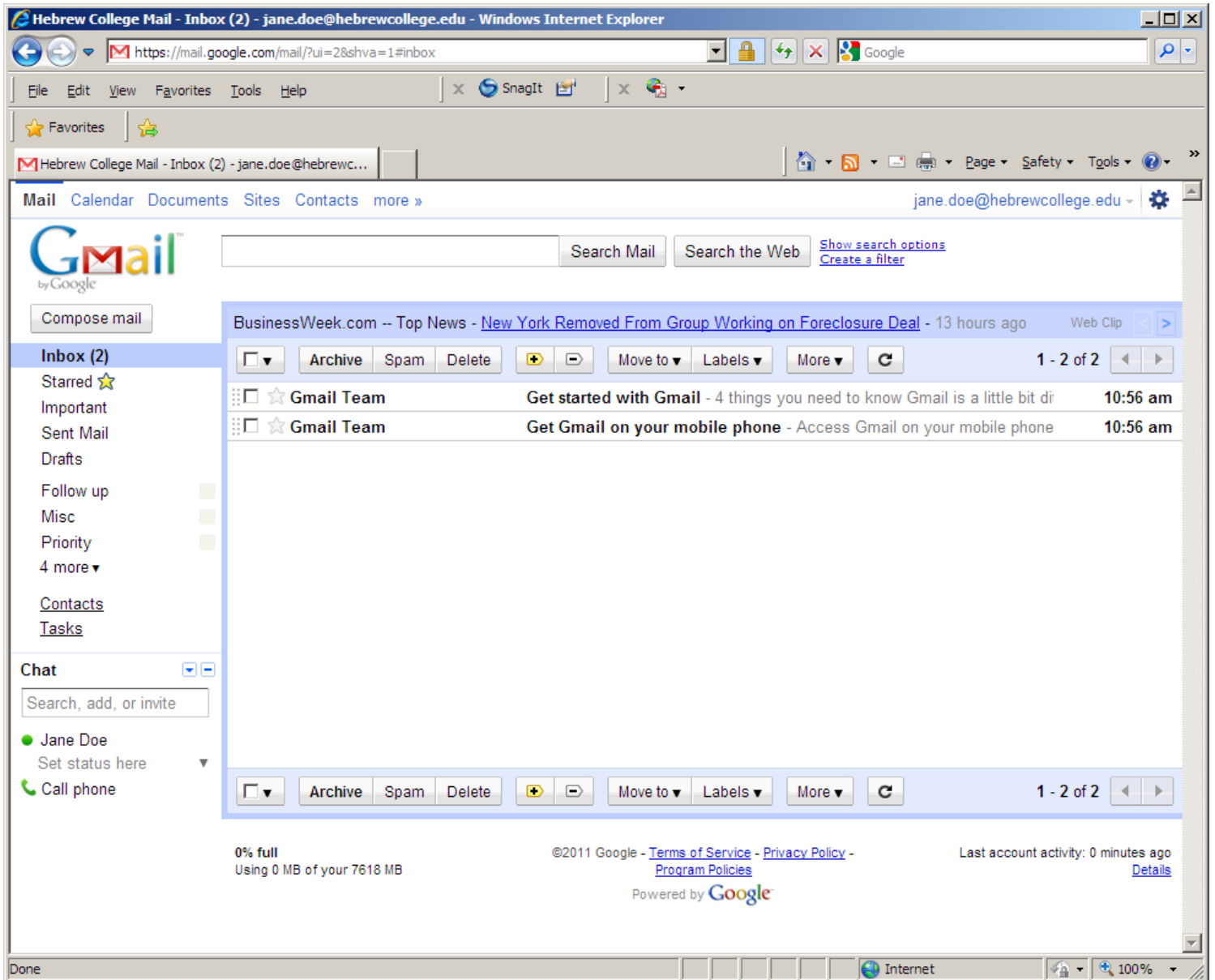
If you are a **Google Apps administrator**, sign in here for the control panel

New! One-stop information sharing with [Google Sites](#)
Building a site is as simple as editing a document, and you don't need anyone's help to get started.
Check out these example sites: [Company intranet](#), [Team project](#), [Employee profile](#), [Classroom](#)

©2011 Google [Privacy Policy](#) - [Terms of Service](#) Powered by Google

Internet 100%

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

Hebrew College Mail - Settings - jane.doe@hebrewcollege.edu - Windows Internet Explorer

https://mail.google.com/mail/?ui=2&shva=1#settings

File Edit View Favorites Tools Help

Mail Calendar Documents Sites Contacts more » jane.doe@hebrewcollege.edu

Gmail™

by Google

Compose mail

Inbox (2)
Starred ☆
Important
Sent Mail
Drafts
Follow up
Misc
Priority
4 more ▾

Contacts
Tasks

Chat

Search, add, or invite

Jane Doe
Set status here ▾
Call phone

Settings

General **Labels** Accounts Filters **Forwarding and POP/IMAP** Chat Web Clips Labs Inbox

Language: Hebrew College Mail display language: English (US) [Show all language options](#)

Maximum page size: Show 50 conversations per page

Keyboard shortcuts:
 Keyboard shortcuts off
 Keyboard shortcuts on
[Learn more](#)

External content:
 Always display external content (such as images) sent by trusted senders - [Learn more](#)
 Ask before displaying external content

Browser connection:
 Always use https
 Don't always use https (option disabled for your domain)
[Learn more](#)

Conversation View:
 Conversation view on
 Conversation view off
(sets whether emails of the same topic are grouped together)

Stars:
Drag the stars between the lists. The stars will rotate in the order shown below when you click successively. To learn the name of a star for search, hover your mouse over the image.

Presets: 1 star 4 stars all stars

In use: ☆

Not in use: ☆ ☆ ☆ ☆ ☆ ! ⌂ ! ✓ i ?

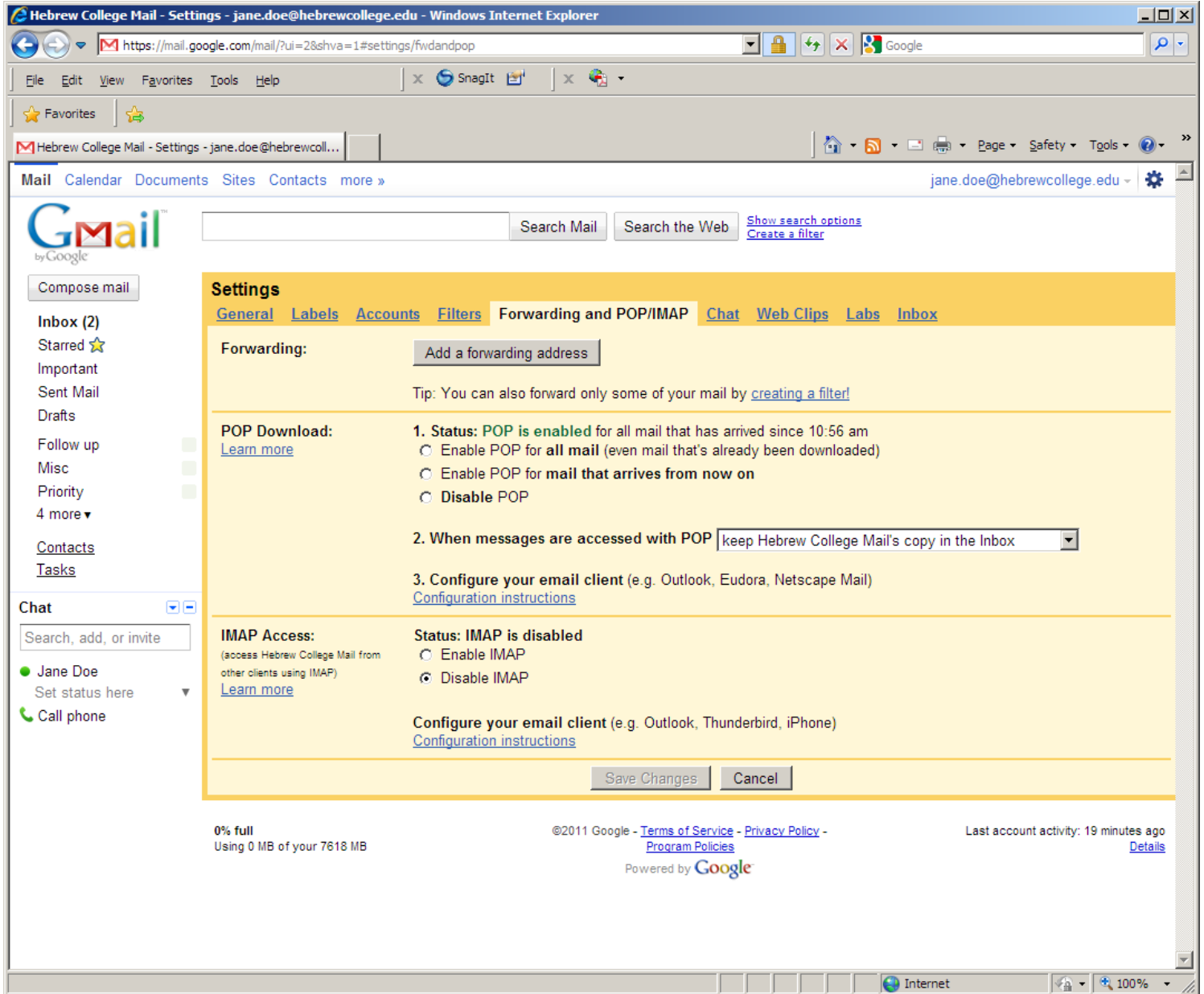
Desktop Notifications:
(allows Hebrew College Mail to display popup notifications on your desktop when new chat and email messages arrive)
[Learn more](#)

Note: This browser does not support desktop notifications. To enable notifications, upgrade your browser to [Google Chrome](#).

Internet 100%

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.



The screenshot shows the Gmail 'Settings' page for 'jane.doe@hebrewcollege.edu' in a Windows Internet Explorer browser. The browser's address bar shows the URL: <https://mail.google.com/mail/?ui=2&shva=1#settings/fwdandpop>. The page title is 'Hebrew College Mail - Settings - jane.doe@hebrewcollege.edu'. The Gmail interface includes a search bar, navigation tabs (Mail, Calendar, Documents, Sites, Contacts, more), and a left sidebar with 'Compose mail', 'Inbox (2)', 'Starred', 'Important', 'Sent Mail', 'Drafts', 'Follow up', 'Misc', 'Priority', '4 more', 'Contacts', and 'Tasks'. The 'Chat' section shows 'Jane Doe' with a 'Set status here' dropdown and a 'Call phone' button. The main content area is titled 'Settings' and has tabs for 'General', 'Labels', 'Accounts', 'Filters', 'Forwarding and POP/IMAP', 'Chat', 'Web Clips', 'Labs', and 'Inbox'. The 'Forwarding and POP/IMAP' tab is active. Under 'Forwarding:', there is a button 'Add a forwarding address' and a tip: 'You can also forward only some of your mail by [creating a filter!](#)'. Under 'POP Download:', the status is 'POP is enabled' for mail arriving since 10:56 am. There are three radio button options: 'Enable POP for all mail (even mail that's already been downloaded)', 'Enable POP for mail that arrives from now on', and 'Disable POP'. A dropdown menu for 'When messages are accessed with POP' is set to 'keep Hebrew College Mail's copy in the Inbox'. Under 'IMAP Access:', the status is 'IMAP is disabled'. There are two radio button options: 'Enable IMAP' and 'Disable IMAP'. At the bottom of the settings area are 'Save Changes' and 'Cancel' buttons. The footer shows '0% full Using 0 MB of your 7618 MB', '©2011 Google - [Terms of Service](#) - [Privacy Policy](#) - [Program Policies](#)', 'Last account activity: 19 minutes ago [Details](#)', and 'Powered by Google'.

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

The screenshot shows a Windows Internet Explorer browser window displaying the Gmail settings page for the account jane.doe@hebrewcollege.edu. The address bar shows the URL: https://mail.google.com/mail/?ui=2&shva=1#settings/fwdandpop. The page title is "Hebrew College Mail - Settings - jane.doe@hebrewcollege.edu".

The Gmail interface includes a search bar at the top with "Search Mail" and "Search the Web" buttons. The left sidebar shows navigation options: Compose mail, Inbox (2), Starred, Important, Sent Mail, Drafts, Follow up, Misc, Priority, 4 more, Contacts, and Tasks. A Chat window is also visible, showing a contact named Jane Doe.

The main content area is titled "Settings" and has several tabs: General, Labels, Accounts, Filters, Forwarding and POP/IMAP (selected), Chat, Web Clips, Labs, and Inbox. The "Forwarding and POP/IMAP" section is expanded, showing the following options:

- Forwarding:** "Add a forwarding address" button.
- Verify eschuler@gbnconsulting.com** with a "confirmation code" input field, a "Verify" button, and links for "Re-send email" and "Remove address".
- POP Download:** "1. Status: POP is enabled for all mail that has arrived since 10:56 am".
 - Enable POP for all mail (even mail that's already been downloaded)
 - Enable POP for mail that arrives from now on
 - Disable POP
- 2. When messages are accessed with POP:** A dropdown menu set to "keep Hebrew College Mail's copy in the Inbox".
- 3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail):** A link to "Configuration instructions".
- IMAP Access:** "Status: IMAP is disabled".
 - Enable IMAP
 - Disable IMAP
- Configure your email client (e.g. Outlook, Thunderbird, iPhone):** A link to "Configuration instructions".

At the bottom of the settings section are "Save Changes" and "Cancel" buttons. The footer of the page includes: "0% full Using 0 MB of your 7618 MB", "©2011 Google - Terms of Service - Privacy Policy - Program Policies", "Last account activity: 20 minutes ago", and "Powered by Google".

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'.

The screenshot shows the Gmail settings page for 'jane.doe@hebrewcollege.edu' in a Windows Internet Explorer browser. The page is titled 'Settings' and has several tabs: General, Labels, Accounts, Filters, Forwarding and POP/IMAP (selected), Chat, Web Clips, Labs, and Inbox. The 'Forwarding and POP/IMAP' section is highlighted in yellow and contains the following options:

- Forwarding:**
 - Disable forwarding
 - Forward a copy of incoming mail to and
 -
 - Tip: You can also forward only some of your mail by [creating a filter!](#)
- POP Download:**
 - Status: POP is enabled** for all mail that has arrived since 10:56 am
 - Enable POP for **all mail** (even mail that's already been downloaded)
 - Enable POP for **mail that arrives from now on**
 - Disable POP
 - When messages are accessed with POP**
 - Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)
- IMAP Access:**
 - Status: IMAP is disabled**
 - Enable IMAP
 - Disable IMAP
 - Configure your email client** (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

At the bottom of the settings panel are 'Save Changes' and 'Cancel' buttons. The footer of the page includes: '0% full Using 0 MB of your 7618 MB', '©2011 Google - [Terms of Service](#) - [Privacy Policy](#) - [Program Policies](#)', 'Last account activity: 0 minutes ago Open in 1 other location [Details](#)', and 'Powered by Google'.

Done