# How to Forward School Emails to Another Email Account - for Students

Teachers, guidance counselors, administrators, class advisors and others at Lunenburg High School use your school Google Mail address to send messages, library notifications, Naviance updates, etc.

If you already have an email address you check often, you can simply forward school messages directly to the other account.

- Open your school Google Mail account in one browser tab
- Open your personal email account in another
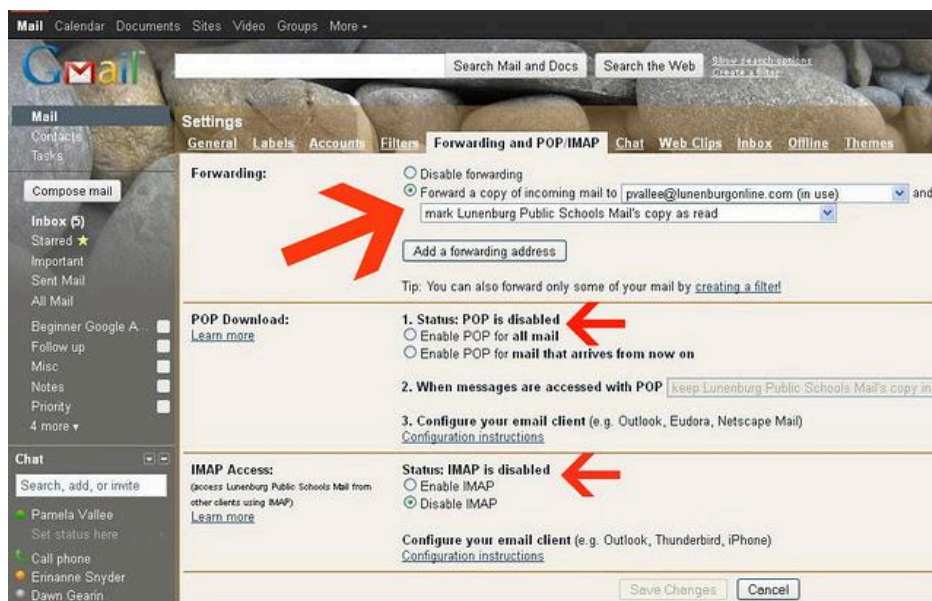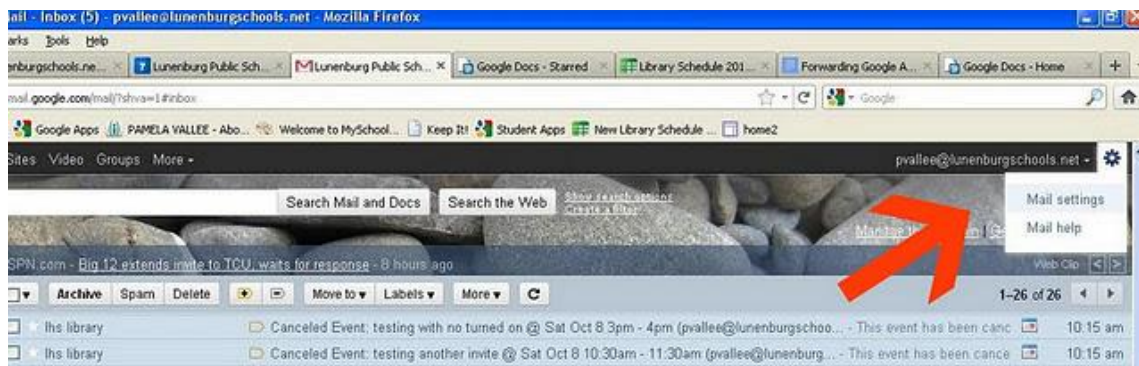
1. After opening Google Mail

a. click gear icon next to your user name in upper right corner
b. choose *Settings*
c. choose *Forwarding and POP/IMAP*
d. click *Add a forwarding address*
e. enter your personal email address (such as johnsmith@hotmail.com)
    i. click Proceed
    ii. click circle in front of *Forward a copy of incoming mail* to johnsmith@hotmail.com

    Some accounts require a confirmation code
    i. a confirmation email from Google Mail will be sent to your personal account
    ii. open that email message and click the link to authorize forwarding
    iii. return to Google Mail, click the *Verify* button, and paste in the code
f. decide what to do with copies of messages inside Google Mail (on the screen you are currently using). You'll be reading them through your personal email, but a copy of each message will still exist in Google Mail.
    i. can do one of four things to the messages in Google Mail
    ii. I suggest choosing either
        ● mark Lunenburg Public School's Mail's copy as read
        ● keep Lunenburg Public School's Mail's copy in the Inbox
    iii. **POP Download** - select disable
    iv. **IMAP Access** - select enable
    v. Save Changes
    vi. ********* **Go back to Forwarding screen and make sure the forwarding option is selected with correct personal email account.** If disabled is still selected, click Forward a copy and be sure to click Save Changes on bottom of screen *******