How do I forward emails from my Florida Tech email address to another email address?

Students are responsible for all mail sent to their @my.fit.edu address. If you want to forward your email to another account, you can do so via web based email client. The instructions below do not apply to Exchange (@fit.edu) users.

**Student @my.fit.edu users:**

1. Sign in to [http://mail.my.fit.edu](http://mail.my.fit.edu).
2. Click this link to get to the settings page: [https://mail.google.com/mail/?shva=1#settings/fwdandpop](https://mail.google.com/mail/?shva=1#settings/fwdandpop)
3. If the step 2 link DID work, skip to step 8. If step 2 DID NOT work, continue to step 4.
4. Click your Account name at the top of the Mail page.
5. Click on *Account Settings*.
6. Click on *Settings* to the right of *Gmail*.
7. Click on the *Forwarding and POP/IMAP* tab.
8. Click on the *Add a forwarding address* button.
9. Enter the email address to which you'd like your messages forwarded.
10. It will send a verification email to the forwarding email address. Follow the instructions in the email.
11. Reload the *Forwarding and POP/IMAP* tab.
12. 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*.
13. Click on *Save Changes*.

Please note: While email forwarding may work after following these instructions, it is not a service that is provided and therefore is not supported.

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Author: Curtis Robinson
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