Email

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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