Guide: How to Forward Student Email to Personal Email

GLENDALE COMMUNITY COLLEGE
GARFIELD CAMPUS

Before you begin, make sure you have:

☐ Your Noncredit Student Email Address and Password
   o If you need any assistance with your Email or Password, please call **(818) 240 – 1000 ext. 5042**

STEP 1 Go to **www.glendale.edu** and then click on **Student Email** then login using your student email address and password.
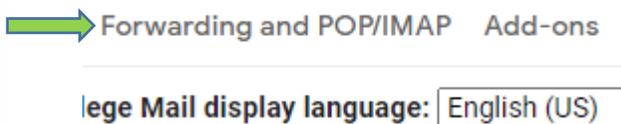
DEI | My... | Student Email |

GLENDALE COMMUNITY COLLEGE

APPLY   ACADEMICS   STUDENTS   CLASS SCHEDULE

STEP 2 Click on the **gear icon** in the top right of your page.

● Active   ⚙   GLENDALE STUDENT   J

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STEP 3 Then click on **See all settings**

Quick settings   ✕

→ See all settings
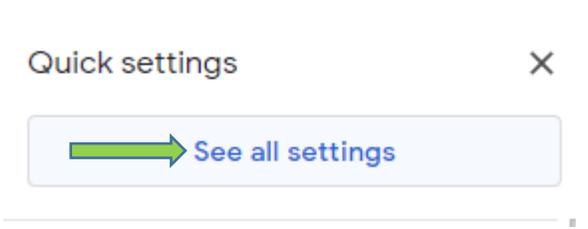
STEP 4 From the top menu, click on **Forwarding and POP/IMAP**

→ Forwarding and POP/IMAP   Add-ons

lege Mail display language: English (US)

STEP 5 In the Forwarding box, click on the box **Add a forwarding address**

→ Add a forwarding address
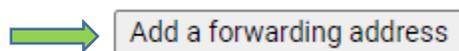
STEP 6 Enter your personal email address that you want your student emails forwarded to.

Add a forwarding address   ✕

Please enter a new forwarding email address:

@gmail.com

Cancel   **Next**
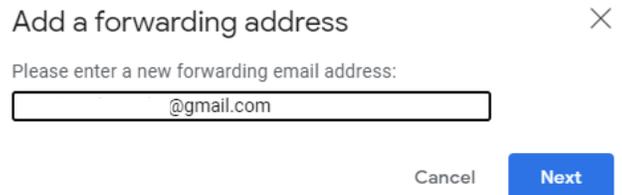
STEP 7 Click on **Proceed** then click on **OK**

Add a forwarding address   ✕

A confirmation code has been sent to to verify permission.

→   **OK**
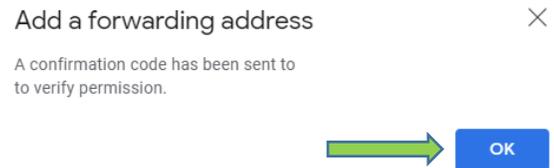
STEP 8 Go to your personal email and click on the link to confirm forwarding

To allow jsmith040@student.glendale.edu to automatically forward mail to your address,
please click the link below to confirm the request:

https://mail-settings.google.com/mail/vf-%5BANGjdJ8jpBSE4ss7eB8bVD

STEP 9 Click on **Confirm** to complete the forwarding process

Please confirm forwarding mail of jsmith040@student.glendale.edu to   @gmail.com.

Confirm