

## **How to Forward your Hofstra GMAIL Account**

- ✓ Go to: **my.hofstra.edu**
- ✓ Log in with your **Student Network ID** and your **password**
- ✓ Click on **App Icon** in the upper right screen
- ✓ Click the **GMAIL** icon
- ✓ Click the **gear** icon
- ✓ Select “**Settings**” from the drop-down menu
- ✓ Click “**Forwarding and POP/IMAP**” link in blue at top
- ✓ Enter **forwarding email address**