How to forward your email to another email account automatically.

1. When you logon to your Hofstra Gmail account, you will first see the Gmail main screen.
Click the **Settings** link.

2. Click on the **Settings** link in the upper right-hand corner of the Gmail main screen.
3. Select the **Forwarding and POP** link located at the top of the **Settings** window.
4. Select the **Forward a copy of incoming mail to** radio button to activate forwarding.
5. Delete the default text "email address".
6. Replace text with the email address where you would like your email automatically forwarded to.
7. Click on the drop down menu to view additional options.
8. Additional settings:
   a. "keep Hofstra University's copy in the Inbox" will keep a copy of the email in your Gmail Inbox as well as forward the message.
   b. "archive Hofstra University's copy" will move the email to your Gmail All Mail folder as well as forward the message.
   c. "delete Hofstra University's copy" will move the email to your Gmail Trash folder as well as forward the message.
9. Click the **Save Changes** button to save your new settings.