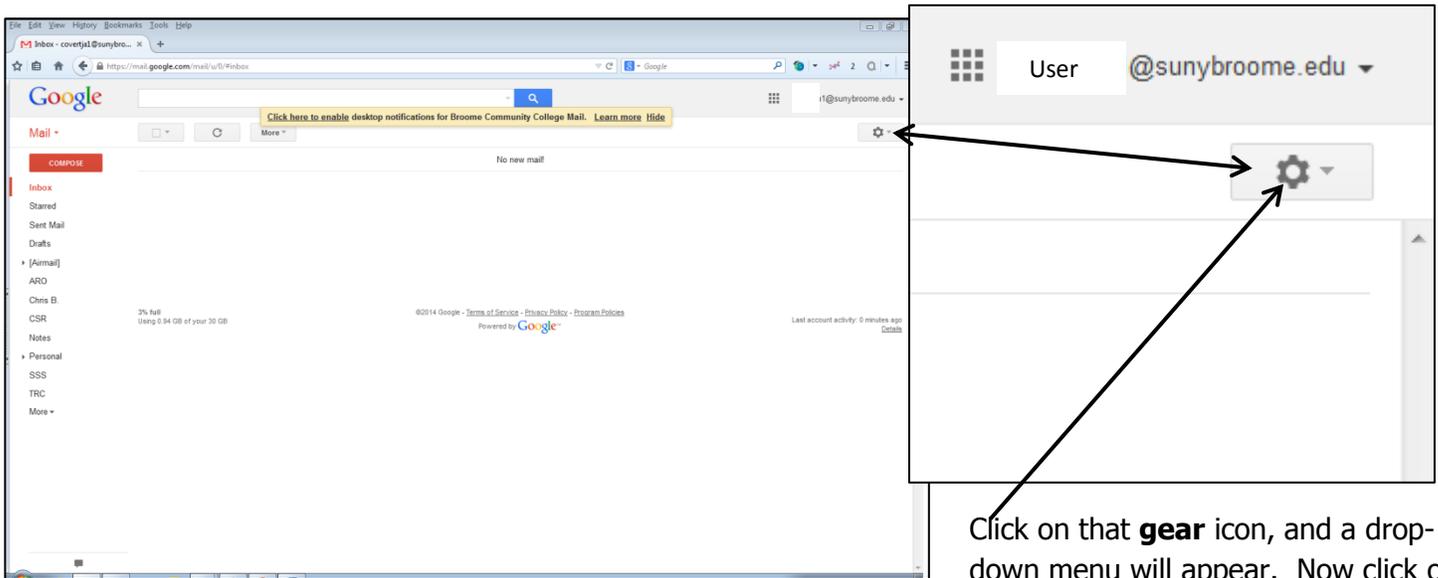


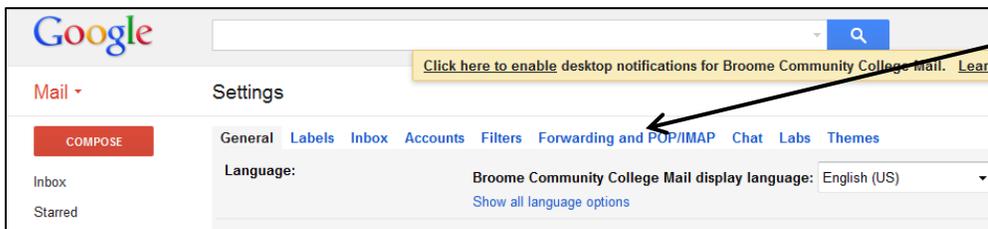


E-mail forwarding **From your SUNY Broome e-mail account to a personal e-mail account**

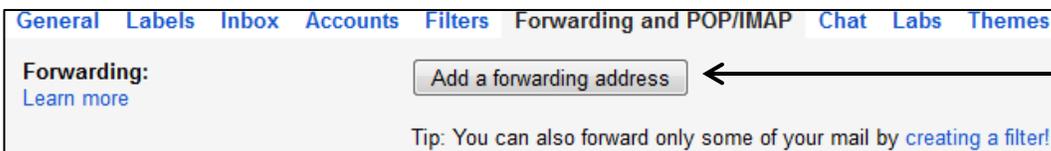
Log into Gmail.com. Be sure to put **@acad.sunybroome.edu** after your e-mail address



Click on that **gear** icon, and a drop-down menu will appear. Now click on **settings**



Click on forwarding and POP/IMAP



Now click on **Add a forwarding address**

Add the e-mail address that you wish to forward your SUNY Broome e-mail to. Then click **Next**.

Confirm forwarding address by clicking on **Proceed**.

Gmail will send your forwarding address a confirmation e-mail with a code in it. Click **OK**.

Enter the verification code that was sent to your forwarding e-mail address and click **Verify**.

Once you have confirmed your e-mail address make sure you click on "forward copy of incoming mail to". Then select how you want your forwarded email processed. When you are finished click **Save** at the bottom of the page.