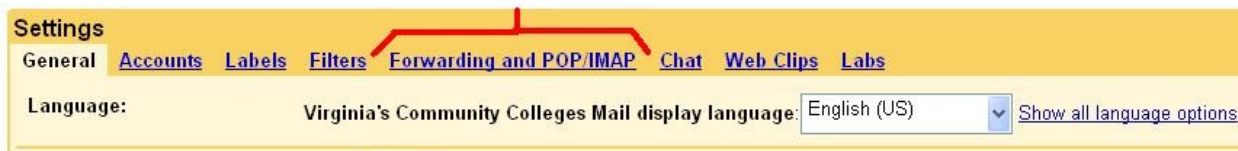
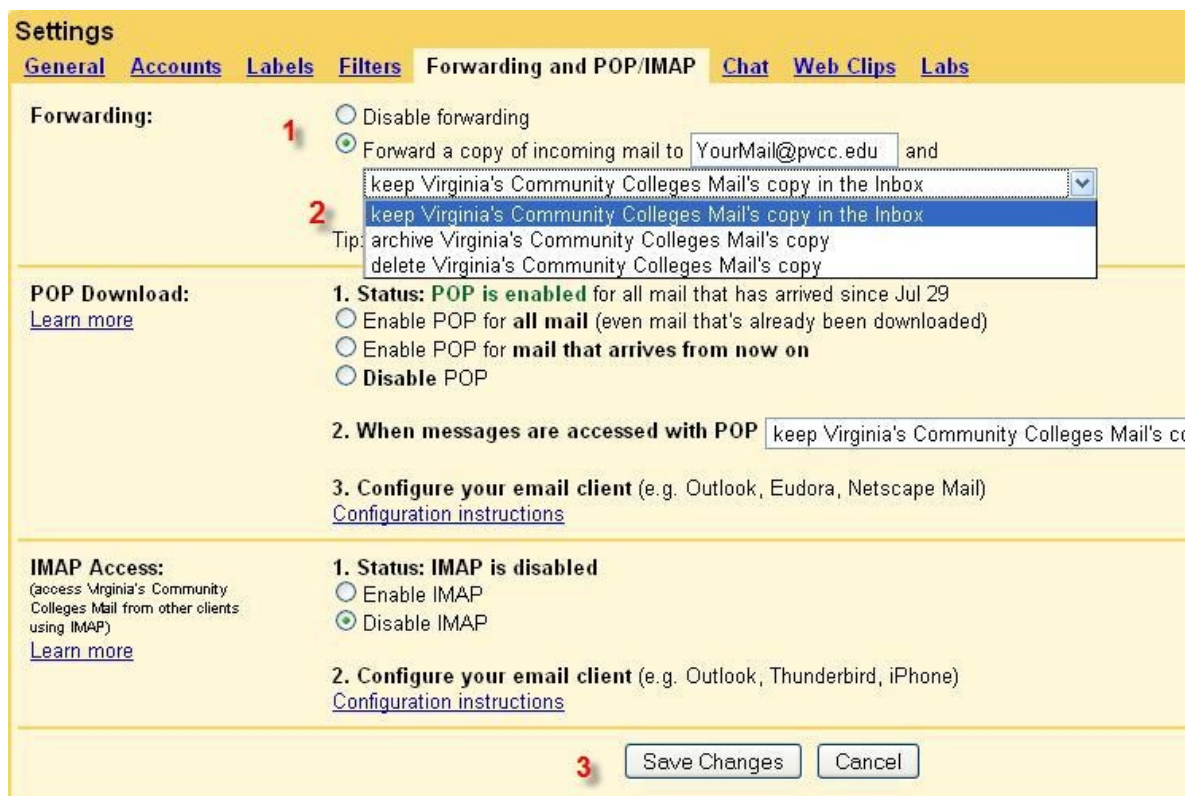


Forward VCCS Gmail to PVCC Mail

1. Log into MY PVCC (<http://pv.my.vccs.edu>)
2. Click **Settings** on the top right menu bar
3. Click **Forwarding and POP/IMAP** on the Settings menu bar



4. In the *Forwarding* section,
5. Make Changes (see steps with graphic below)
 - 5.1. Forward a copy of incoming mail to <type your email here>
 - 5.2. Do you want to keep a copy of emails in Gmail(three choices)?
Keep a copy; Archive a copy (moves it from Inbox to All Mail folder); or Delete VCCS Copy
 - 5.3. Click **the Save Changes** button at the bottom



That's all there is to it. You do not need to worry about the POP or IMAP sections, they are to allow you to use another e-mail client to access your email, but NOT to forward it to an existing email address.