




## VCFA Email: Forwarding your VCFA email to another address

Click the **gear icon**  in the upper right, and then select **Settings**.

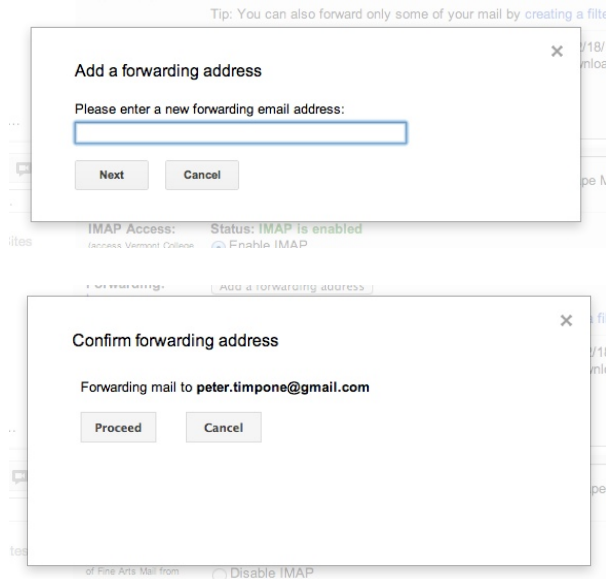
Click the **Forwarding and POP/IMAP** tab.

### Forwarding and POP/IMAP

At the top of the new page you will see the "Forwarding" section, select 'Add a Forwarding Address.'



Enter the email address to which you'd like your messages forwarded.



For your security, a verification message will be sent to that email address.

Open your forwarding email account, and find the confirmation message from the Gmail team.

Click the verification link in that email.

Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.



The screenshot shows the Gmail 'Forwarding' settings panel. On the left, the word 'Forwarding:' is followed by a blue link 'Learn more'. The main area contains two radio button options. The first option, 'Disable forwarding', is selected with a blue dot. The second option, 'Forward a copy of incoming mail to', is unselected. This second option is followed by a text input field containing 'peter.timpone@gmail.com' and a small downward arrow icon, followed by the word 'and'. Below this is another text input field containing 'keep Vermont College of Fine Arts Mail's copy in the Inbox' and a small downward arrow icon. Below these options is a button labeled 'Add a forwarding address'. At the bottom of the panel, there is a tip: 'Tip: You can also forward only some of your mail by [creating a filter!](#)'.

Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to **All Mail** or **Trash**.

Click **Save Changes**.