How do I forward all my Florida Tech email to another address?

Florida Tech Faculty, Staff, and Students are responsible for all mail sent to your @fit.edu and/or @my.fit.edu address. If you want to forward your email to another account, you can do so via web based email client. The instructions below does not apply to Exchange users.

Student @my.fit.edu users:

1. Sign in to [http://mail.my.fit.edu](http://mail.my.fit.edu).
2. Click this link to get to the settings page: [https://mail.google.com/mail/?shva=1#settings/fwdandpop](https://mail.google.com/mail/?shva=1#settings/fwdandpop)
3. If step 2 link DID work, then skip to step 8.
4. Click your Account name at the top of the Mail page.
5. Click on **Account Settings**.
6. Click on **Settings** to the right of **Gmail**.
7. Click on the **Forwarding and POP/IMAP** tab.
8. Click on the **Add a forwarding address** button.
9. Enter the email address to which you'd like your messages forwarded.
10. It will send a verification email to the forwarding email address. Follow the instructions in the email.
11. Reload the **Forwarding and POP/IMAP** tab.
12. 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**.
13. Click on **Save Changes**.

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