How do I Set up a forwarding account in bConnected?

The following instructions can be used from to forward incoming mail to or from bConnected Mail or a personal gMail account.

The following process lets you automatically forward messages to another account:

1. Log into the address you want to forward e-mail from.

Example: If you want incoming mail from your personal e-mail address forwarded to your bConnected account, log into and set up forwarding through your personal Gmail address.

2. Click the **gear icon** in the upper right corner.

3. Select the **Settings** selection from the drop down menu.

![Image showing the settings menu in Gmail]
4. Select the **Forwarding and POP/IMAP** option.

5. From the **Forwarding and POP/IMAP** menu, click the **Add a forwarding address** button.

6. Type out the email address that will be the forwarding address for all future incoming mail.

7. At the prompt that appears, (**Confirm forwarding address**), check that the address was typed correctly and then click the **proceed** button to confirm.

8. A confirmation e-mail will be sent to the address specified as the forwarding address.

9. Log into the e-mail account specified as the forwarding address.

10. Find and open the confirmation e-mail sent to the account.

Note: if forwarding from a bConnected address, the e-mail will be listed as being from the UC Berkeley (or Haas) Team. If forwarding from a normal Gmail account, the e-mail will be listed as from the Gmail Team.
11. Open the e-mail and then click the link listed under the...

To allow [the specified address] to automatically forward mail to your address, please click the link below to confirm the request, dialogue.

12. Forwarding to this account (from the address where this e-mail was entered in the add a forwarding address prompt) is now enabled.

13. Log back into the originating account and follow steps 1 - 5 once again to navigate to the Forwarding and POP/IMAP screen under Settings.

14. The e-mail address that was verified will now be selectable in the Forwarding area, specifically next to the forward a copy of incoming mail button.

If desired, this button may now be clicked and will send all incoming mail to the now verified address.

Note: only new (incoming) mail will be sent. Older messages must be individually forwarded.