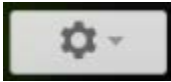


Directions:

Forwarding your student email (Google Mail) to another email account

1. Login with your netid and password to your student email account at <http://auth.kennesaw.edu>.
2. Go to the top right hand corner and click on the drop down next to the icon below.



3. Click on Settings
4. In Settings, click on the tab that says Forwarding and POP/IMAP.
5. Click on the button that says: Add a forwarding address.
6. Enter the email address that you would like to forward your student email to.
7. Click NEXT and PROCEED.
8. Logout of your student email account.
9. Login to the email address to which you forwarded your student email. There should be an email with a confirmation code in your inbox. Follow the directions to confirm that you wish to forward your email.
10. Login to your student email account. Click on the Forwarding and POP/IMAP tab. Make sure the email address to which you are forwarding your student email is listed in the drop down that states: Forward a copy of incoming mail to.