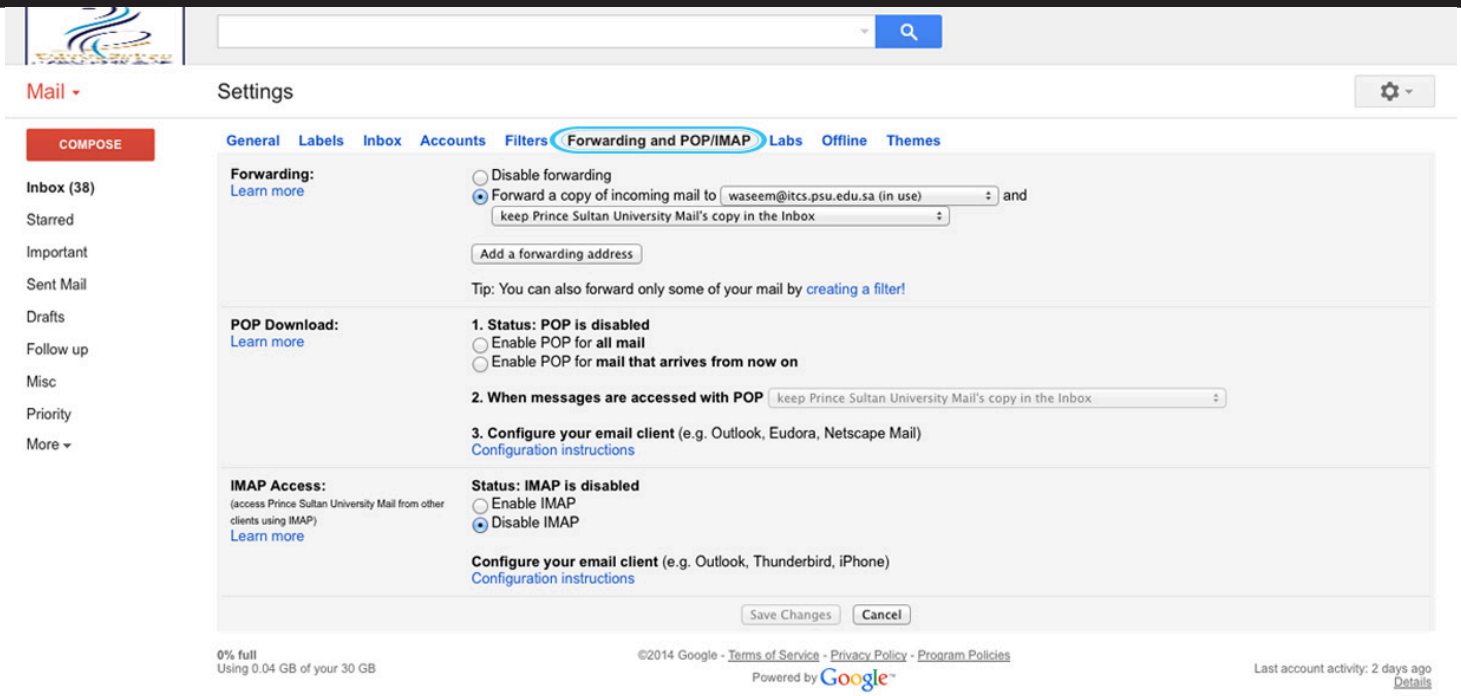
INSTRUCTIONS

Automatically forward PSU emails to your personal account

PSU PRINCE SULTAN UNIVERSITY
جامعة الأمير سلطان

Automatically forward PSU emails to your personal account

1. Go to www.gmail.com.
2. Login to it with your PSU account
   (St. #@psu.edu.sa, Password)
   Ex: User: 12345678@psu.edu.sa
   Password: Enter You Password.
3. Click the gear in the top right.
4. Select Settings.
5. Select the Forwarding and POP/IMAP tab.



6. Click Add a forwarding address in the "Forwarding" section.
7. Enter the email address you want to forward to.
8. For your security, Gmail will send you a verification email to your personal email account. Open your peronal email account and find the confirmation email from the Gmail team. If you're having trouble finding it, check your Spam/Junk folder.
9. Click the verification link in that email.
10. Back in your Gmail account, reload the page in your web browser - look for the reload icon .
11. On the same Forwarding and POP/IMAP page in Settings, check that Forward a copy of incoming mail is selected and your email address is in the drop-down menu.
12. In the second drop-down menu, choose what you want Gmail to do with your messages after they're forwarded, such as keep Gmail's copy in the Inbox (recommended) or archive Gmail's copy.
13. Click Save Changes at the bottom of the page.