


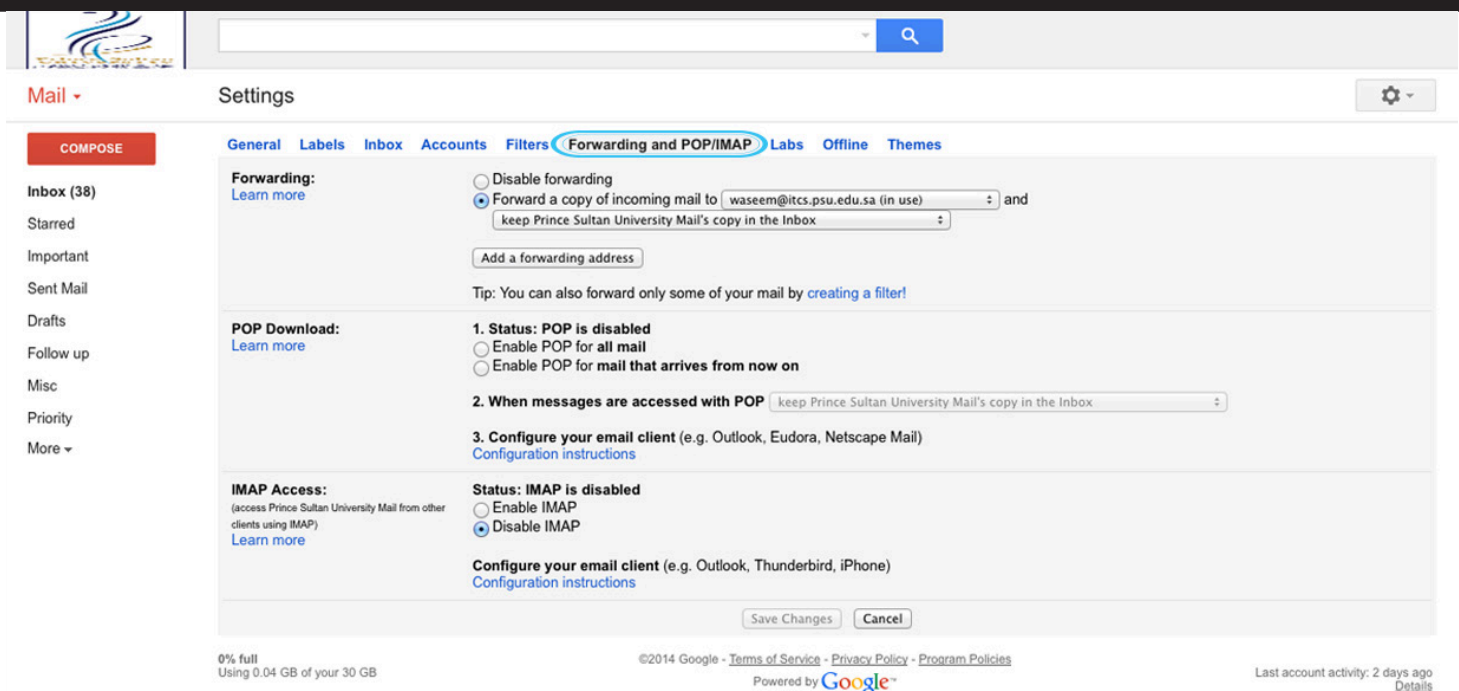
INSTRUCTIONS

Automatically forward PSU emails to **your personal account**




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.



The screenshot shows the Gmail Settings page for 'Forwarding and POP/IMAP'. The 'Forwarding' section is active, showing options to 'Disable forwarding' (unselected) or 'Forward a copy of incoming mail to' (selected). The selected option is set to forward to 'waseem@itcs.psu.edu.sa (in use)' and to 'keep Prince Sultan University Mail's copy in the Inbox'. There is a button to 'Add a forwarding address' and a tip: 'You can also forward only some of your mail by creating a filter!'. The 'POP Download' section shows 'Status: POP is disabled' and options to 'Enable POP for all mail' (unselected) or 'Enable POP for mail that arrives from now on' (unselected). The 'IMAP Access' section shows 'Status: IMAP is disabled' and options to 'Enable IMAP' (unselected) or 'Disable IMAP' (selected). At the bottom, there are 'Save Changes' and 'Cancel' buttons. The footer includes '©2014 Google - Terms of Service - Privacy Policy - Program Policies', 'Powered by Google', and 'Last account activity: 2 days ago Details'.

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 personal 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.

