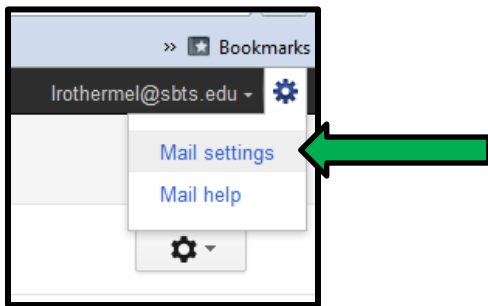
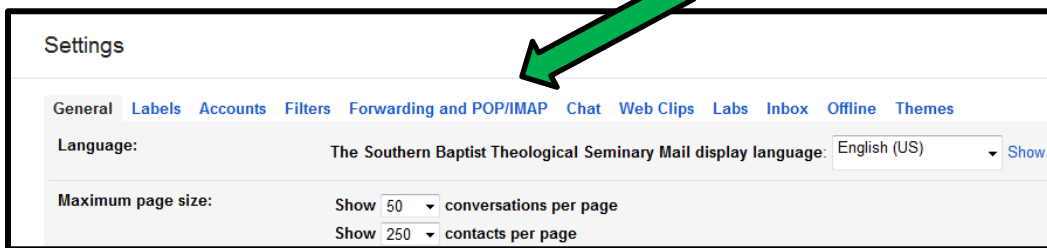


How to Forward Your SBTS Email Account

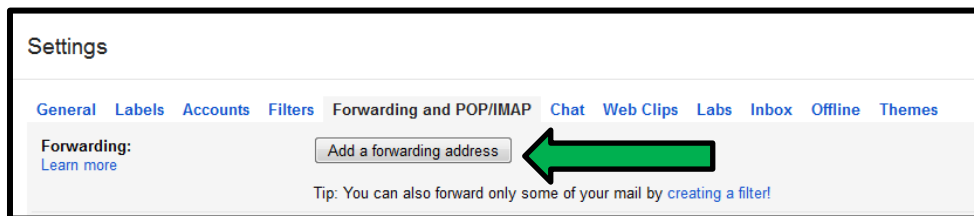
1. Log in to Google's web access (<https://mail.google.com/a/sbts.edu>).
2. In the top right-hand corner of the screen, click the wheel and then choose Mail Settings.



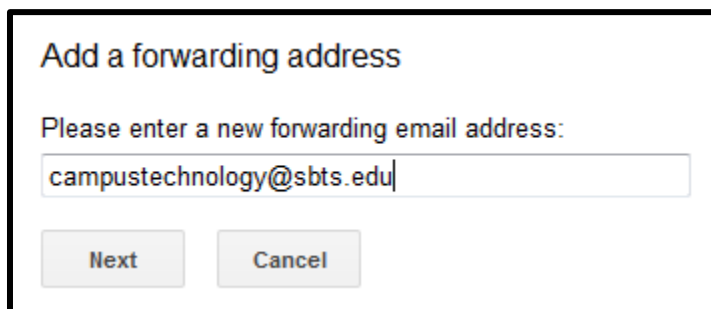
3. Click **Settings > Forwarding and POP/IMAP**.



4. Click **Add a forwarding address**.



5. Type in the address where you want your mail forwarded. It will send a confirmation email to that account.



Add a forwarding address

Please enter a new forwarding email address:

Next Cancel

6. Click **Proceed**.

Confirm forwarding address

Forwarding mail to campustechnology@sbts.edu

7. Click **OK**.

Add a forwarding address

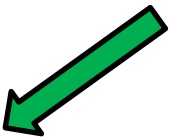
A confirmation code has been sent to verify permission.

8. When you receive the email, confirm that you want email forwarded to you by clicking on the link.

lrothermel@sbts.edu has requested to automatically forward mail to your email address campustechnology@sbts.edu.
Confirmation code: 76810384

To allow lrothermel@sbts.edu to automatically forward mail to your address, please click the link below to confirm the request:

<https://mail.google.com/mail/vf-facf58f0-elrothermel%40gmail.com-O4iXiaoaxYUwunoTXLI0EYLdxbc>



9. Back in mail settings, click **Forward a copy of incoming mail to** and select the correct email address from the drop-down menu. Select **keep the Southern Baptist Theological Seminary Mail's copy in the Inbox**.

The screenshot shows the 'Settings' page for 'Forwarding and POP/IMAP'. The 'Forwarding' section is active, showing the option 'Forward a copy of incoming mail to' selected. The dropdown menu is set to 'campustechology@sbts.edu (in use)' and the second dropdown is set to 'keep The Southern Baptist Theological Seminary Mail's copy in the Inbox'. A green arrow points to the second dropdown. Below this is a 'Save Changes' button, which is also pointed to by a green arrow.

Settings

General Labels Accounts Filters Forwarding and POP/IMAP Chat Web Clips Labs Inbox Offline Themes

Forwarding:
[Learn more](#)

Disable forwarding

Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:
[Learn more](#)

1. Status: POP is enabled for all mail that has arrived since Feb 16

Enable POP for all mail (even mail that's already been downloaded)

Enable POP for mail that arrives from now on

Disable POP

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access The Southern Baptist Theological Seminary Mail from other clients using IMAP)
[Learn more](#)

Status: IMAP is disabled

Enable IMAP

Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

10. Click **Save Changes**.