



Mountain Empire Community College

Did you know that you can forward your MECC student email to your personal email account?

Make sure you receive important information about MECC events, academic and financial aid deadlines, and other news by automatically forwarding your MECC student email to the personal email address you check most often.

How to Forward MECC Student Emails

1. Open the Gmail account that you want to forward *from*.
2. Click the gear in the top right.



3. Select **Settings**.
4. Select the **Forwarding and POP/IMAP** tab.

General Labels Inbox Accounts and Import Filters and Blocked Addresses **Forwarding and POP/IMAP**

5. Click **Add a forwarding address** in the “Forwarding” section.
6. Enter the email address you want to forward to.
7. For your security, Google will send a verification email to that address. Open your other email account and find the confirmation message from the Gmail team. If you’re having trouble finding it, check your Spam folder.
8. Click the verification link in that email.
9. Back in your MECC Student Gmail account, reload the page in your web browser - look for the reload icon .
10. 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.
11. 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**.
12. Click **Save Changes** at the bottom of the page.

Stop auto-forwarding

If you no longer want to automatically forward your mail, follow these instructions:

1. Open the Gmail account that you forward from.
2. Click the gear in the top right.
3. Select **Settings**.
4. Select the **Forwarding and POP/IMAP** tab.
5. Select **Disable forwarding** in the “Forwarding” section.
6. Click the first drop-down menu after “Forward a copy of incoming mail to” and check for any addresses listed as “(in use by a filter).” To disable the forwarding filter, choose the **Remove** option.