

Forwarding Email

You may choose to use your Edge Hill University email to manage your emails whilst studying on this course, but you may also choose to use your own email method.

If you want to forward your email from Edge Hill to another just follow these steps.

For anyone who has used it, Edge Hill University uses Google Mail (or Gmail) to manage student emails. This may make the email system very familiar to some!

When you log in to your Edge Hill email account, you will be able to see our emails that have been sent to your student account.

You will be able to see a 'cog' in the top right hand corner. Click on it, then select 'Mail settings'

The screen will change to look like below. Click on 'Forwarding and POP/IMAP.'



Settings

General [Labels](#) [Accounts](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) [Inbox](#)

Language: Edge Hill University Mail display language: [Show all language options](#)

Maximum page size: Show conversations per page
Show contacts per page

Keyboard shortcuts: Keyboard shortcuts off
[Learn more](#) Keyboard shortcuts on

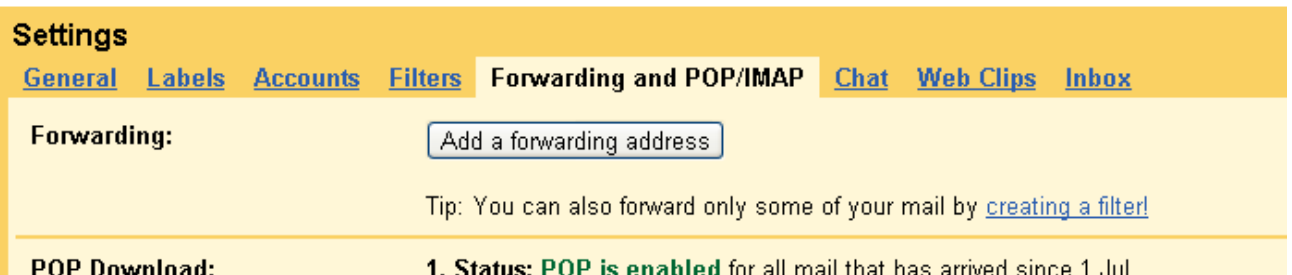
External content: Always display external content (such as images) sent by trusted senders - [Learn more](#)
 Ask before displaying external content

Browser connection: Always use https
[Learn more](#) Don't always use https (option disabled for your domain)

Conversation View: Conversation view on
 Conversation view off
(sets whether emails of the same topic are grouped together)

Stars: [Draw the stars between the lists](#) The stars will rotate in the order shown below when you click successively. To learn the name of a star for

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The screenshot shows the 'Settings' page for an email account, specifically the 'Forwarding and POP/IMAP' tab. The 'Forwarding' section has a button labeled 'Add a forwarding address'. Below it is a tip: 'Tip: You can also forward only some of your mail by [creating a filter!](#)'. The 'POP Download' section shows '1. Status: POP is enabled' for all mail that has arrived since 1 Jul.

Click on 'Add a forwarding address'

Add an address to forward to – this may be your yahoo, hotmail, doctors etc... email address.

A code will be sent to the email address you entered to verify it as a forwarding address. When you have received this code, enter it into the 'Verify confirmation code box'.

Once this process has been completed you should find that you will receive your email into your preferred inbox immediately.