

# Forwarding Your R-CCC Email to a Preferred Email Program

# Why would you want to forward your email to another account?

**Forwarding your email to another account will allow you to view any messages sent to your R-CCC Gmail in your preferred personal or work email account.**

**Some people prefer having to check only one email account.**

**Messages will be retained in your Gmail account as well.**

# On your G-mail homepage, press the settings button on the top right. This button looks like a gear.



**Mail** 1-50 of 75

**COMPOSE**

**Inbox (72)**

Starred  
Sent Mail  
**Drafts (1)**  
More ▾

Johnny ▾

No recent chats  
[Start a new one](#)

<input type="checkbox"/>	☆	Amy F Wiggins (2)	<b>Recall: Graduates - Order your Regalia</b> - Amy F Wiggins would like to recall the message, "Graduates - Order your..."	Feb 22
<input type="checkbox"/>	☆	Amy F Wiggins	<b>Graduates - Order your Regalia</b> - Good Day Potential Graduates, This is a reminder that a Josten representative will...	Feb 22
<input type="checkbox"/>	☆	Stacey G Hoggard	<b>NC Space Grant Community College STEM Scholarship</b> - Hello, The NC Space Grant is offering a scholarship opp...	Feb 20
<input type="checkbox"/>	☆	Tomekia Holloman	Free Seminar; "How to Start a New Business" - You are invited!! Tell a friend, tell a neighbor, everyone is welcome. To...	Feb 20
<input type="checkbox"/>	☆	Tomekia Holloman	<b>Small Business Seminar Cancelled for Tonight.</b> - Good afternoon, I am sorry to announce that the Small Business...	Feb 19
<input type="checkbox"/>	☆	Amy F Wiggins	<b>2-hour Delay</b> - Good afternoon students, Roanoke-Chowan Community College is operating on a 2-hour delay on ton...	Feb 18
<input type="checkbox"/>	☆	Amy F Wiggins (2)	<b>College Closed Wednesday, February 18</b> - Roanoke-Chowan Community College will be closed on tomorrow, Wedr...	Feb 17
<input type="checkbox"/>	☆	Amy F Wiggins (2)	<b>Graduation Fees</b> - Good Afternoon May Graduates, I just wanted to share some of the graduation costs so you can b...	Feb 16
<input type="checkbox"/>	☆	Amy F Wiggins (2)	<b>Fw: College Closing</b> - Students please share this below information Good afternoon, Roanoke-Chowan Community C...	Feb 16
<input type="checkbox"/>	☆	Tomekia Holloman	<b>THIS WEEK'S SBC FREE SEMINAR - YOU ARE INVITED!! TELL A FRIEND, TELL A NEIGHBOR; WE LOOK FORV</b>	Feb 16
<input type="checkbox"/>	☆	Latoya Freeman	<b>Business Club Interest Meeting</b> - Dear Students, There will be an interest meeting for those who would like to start ε...	Feb 16
<input type="checkbox"/>	☆	Susan Melton	<b>Summer Internship in Ahoskie</b> - Dear Students, Please click the link below to apply for a Summer Internship at Envi...	Feb 13
<input type="checkbox"/>	☆	Susan Melton	<b>Temporary Job Opportunity in Rich Square</b> - Hello, Please click the link below for details about a temporary Techni...	Feb 13
<input type="checkbox"/>	☆	Amy F Wiggins	<b>Get Ready for Graduation!!</b> - Dear Potential Graduates, Jostens will have a representative on campus, Tuesday , Fe...	Feb 13
<input type="checkbox"/>	☆	Wendy Vann	<b>Volunteers Needed: Show Some Love for UNC-TV!</b> - Good morning All. Join the fun on March 5. 2015 and voluntee...	Feb 13



# The settings page will appear. Press the blue “Forwarding and POP/IMAP” tab from the menu near the top.

The screenshot shows the Gmail settings interface for the email account johnny.cash@waves.roanokechowan.edu. The 'Forwarding and POP/IMAP' tab is selected and highlighted in blue. A blue arrow points to this tab from the top of the page. The settings are partially configured, with a progress bar at 10%. The 'Language' section is expanded, showing 'Roanoke-Chowan Community College Mail display language' set to 'English (US)'. Other visible settings include 'Enable input tools' (checked), 'Right-to-left editing support off' (selected), 'Phone numbers' (United States), 'Maximum page size' (50 conversations per page, 250 contacts per page), 'Images' (Always display external images), 'Default reply behavior' (Reply), and 'Default text style' (Sans Serif).

**Mail** ▾ Settings ⌨ ▾ ⚙ ▾

**COMPOSE**

**Inbox (72)**  
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**Drafts (1)**  
More ▾

**General** | Labels | Inbox | Accounts | Filters | **Forwarding and POP/IMAP** | Chat | Labs | Themes

**Setup progress:** 10%  
[Continue setting up account](#)

**Language:** **Roanoke-Chowan Community College Mail display language:** English (US) ▾  
[Change language settings for other Google products](#)

**Enable input tools** - Use various text input tools to type in the language of your choice - [Edit tools](#) - [Learn more](#)

**Right-to-left editing support off**  
 **Right-to-left editing support on**

**Phone numbers:** **Default country code:** United States ▾

**Maximum page size:** Show 50 ▾ **conversations per page**  
Show 250 ▾ **contacts per page**

**Images:**  **Always display external images** - [Learn more](#)  
 **Ask before displaying external images**

**Default reply behavior:**  **Reply**  
[Learn more](#)  **Reply all**

**Default text style:** Sans Serif ▾ **↑T ▾** **A ▾** **Ix**

<https://mail.google.com/mail/u/0/?pli=1#settings/general> !g' button on the

# Press the “Add a forwarding address” button that’s below the link you’ve just clicked.

**Roanoke-Chowan COMMUNITY COLLEGE**

johnny.cash@waves.roanokechowan.edu

**Mail** Settings

**COMPOSE**

**Inbox (72)**  
Starred  
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**Drafts (1)**  
More ▾

Johnny ▾

**Forwarding and POP/IMAP**

**Forwarding:**  
[Learn more](#)  
[Add a forwarding address](#)

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

**POP Download:**  
[Learn more](#)

**1. Status: POP is disabled**  
 Enable POP for all mail  
 Enable POP for mail that arrives from now on

**2. When messages are accessed with POP** keep Roanoke-Chowan Community College Mail's copy in the Inbox ▾

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

**IMAP Access:**  
(access Roanoke-Chowan Community College 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](#)

[Save Changes](#) [Cancel](#)

Using 0.02 GB

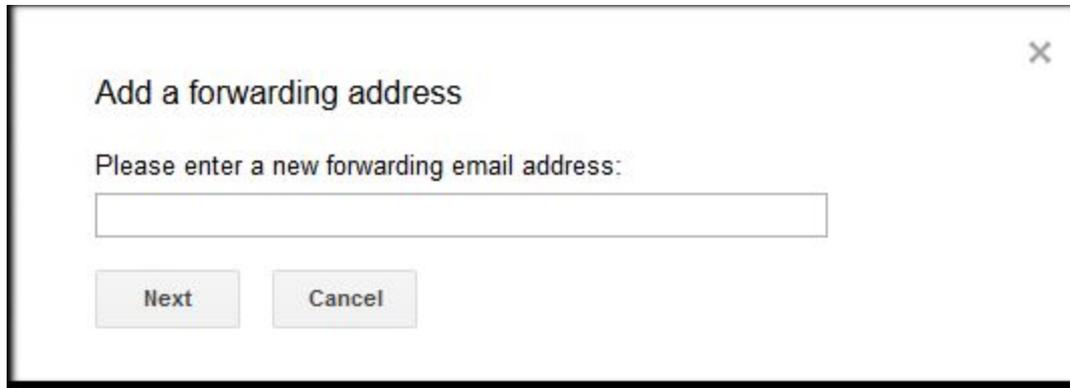
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Last account activity: 29 minutes ago  
[Details](#)

No recent chats  
[Start a new one](#)

**A prompt saying “Add a forwarding address” will appear below the line saying “Please enter a new forwarding email address.”**



Add a forwarding address

Please enter a new forwarding email address:

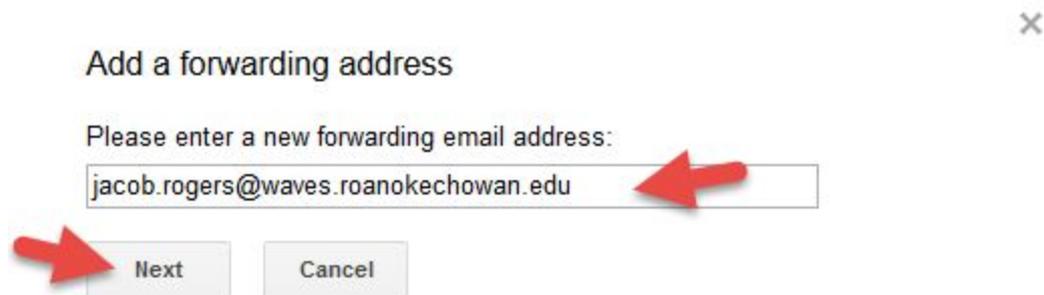
Next Cancel

Click in the box and enter the email address. Then, press the “Next” button below it.

×

Add a forwarding address

Please enter a new forwarding email address:



# A prompt saying “Confirm forwarding address” will appear. Press the “Proceed” button to continue.

The screenshot shows the Gmail interface for the account johnny.cash@waves.roanokechowan.edu. The 'Settings' page is open to the 'Forwarding and POP/IMAP' tab. A dialog box titled 'Confirm forwarding address' is centered on the screen, displaying the text 'Forwarding mail to jacob.rogers@waves.roanokechowan.edu' and two buttons: 'Proceed' and 'Cancel'. The background settings are dimmed, showing options for 'Add a forwarding address', 'POP Download', and 'IMAP Access'. At the bottom of the settings page, there are 'Save Changes' and 'Cancel' buttons. The footer includes copyright information for 2015 Google, a link to Terms of Service, and account activity information.

Roanoke-Chowan COMMUNITY COLLEGE

johnny.cash@waves.roanokechowan.edu

Mail - Settings

COMPOSE

Inbox (72)

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More ▾

Johnny ▾

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

Forwarding:  
[Learn more](#)

Add a forwarding address

POP Download:  
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IMAP Access:  
(access Roanoke-Chowan Community C  
Mail from other clients using IMAP)  
[Learn more](#)

College Mail's copy in the Inbox ▾

Confirm forwarding address

Forwarding mail to **jacob.rogers@waves.roanokechowan.edu**

Proceed Cancel

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

Save Changes Cancel

Using 0.02 GB

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Last account activity: 37 minutes ago  
[Details](#)

As a confirmation, you'll need to press the button beside "Forward a copy of mail to..." and then press the "Save Changes" button on the bottom of the screen. You'll then be taken to the home page.

**Roanoke-Chowan COMMUNITY COLLEGE**

johnny.cash@waves.roanokechowan.edu

Mail ▾ Settings

COMPOSE

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Johnny ▾

No recent chats  
[Start a new one](#)

**Forwarding and POP/IMAP**

**Forwarding:**  
[Learn more](#)

- Disable forwarding
- Forward a copy of incoming mail to  and keep Roanoke-Chowan Community College Mail's copy in the

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

**POP Download:**  
[Learn more](#)

- Status: POP is disabled**
  - Enable POP for **all mail**
  - Enable POP for **mail that arrives from now on**
- When messages are accessed with POP**
- 3. Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)  
[Configuration instructions](#)

**IMAP Access:**  
(access Roanoke-Chowan Community College 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](#)

**You will receive a request in your preferred email to confirm the forwarding request.**

You will be sent a confirmation email to your preferred email. You will have to confirm that you wish to have email messages forwarded to that account.

# For Gmail Help

Contact our [24/7 technical support site](#) or On-campus support at 252 862 1242 or [online@roanokechowan.edu](mailto:online@roanokechowan.edu) or visit the library, Room 09.

