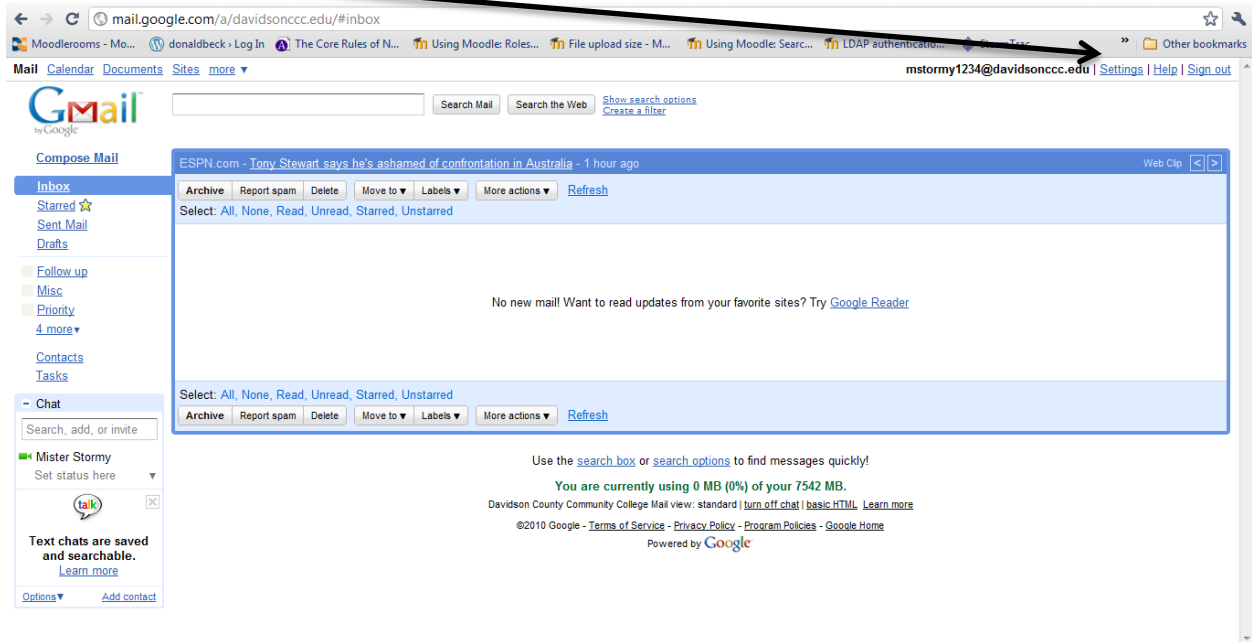


Forwarding Your DCCC E-mail

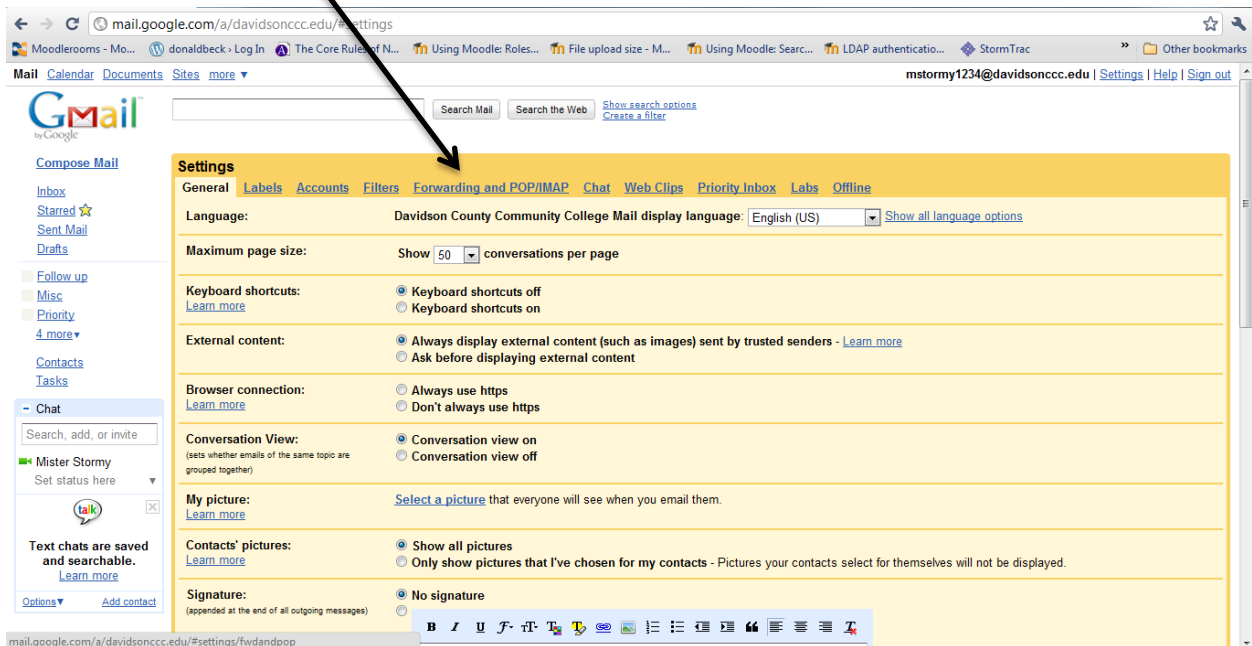
Follow these simple steps to forward your DCCC E-mail to the E-mail account of your choice.

Log into your DCCC E-mail at <http://webmail.davidsonccc.edu>

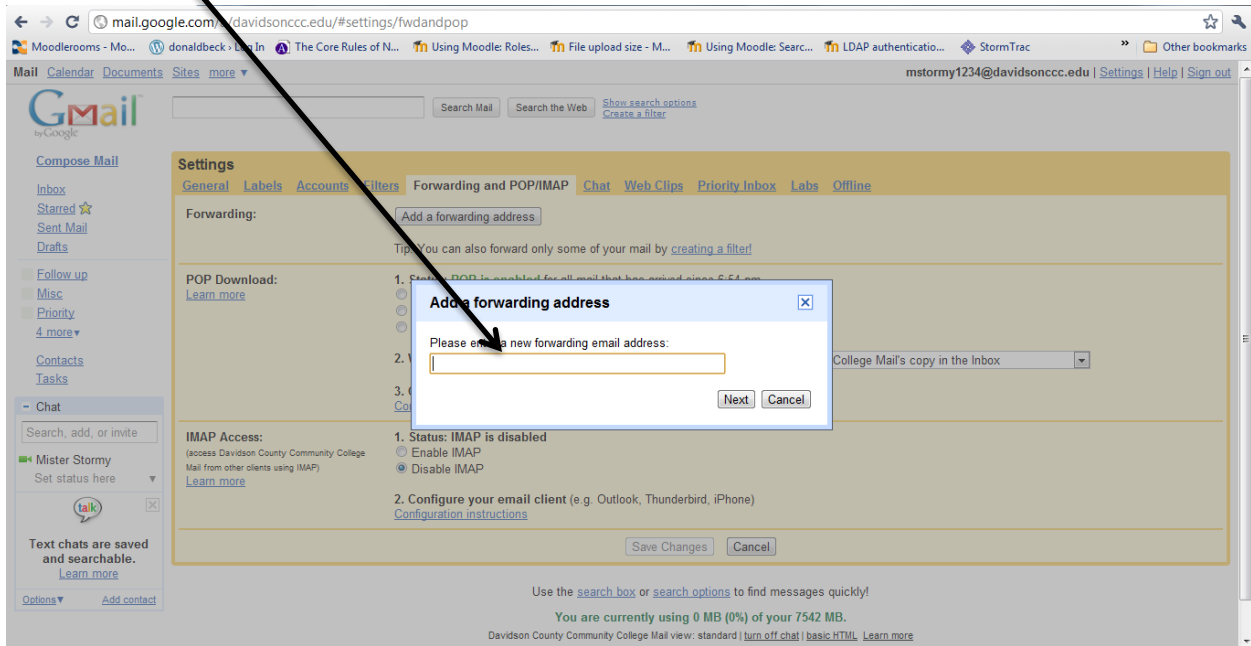
Select the “Settings” link in the top right corner.



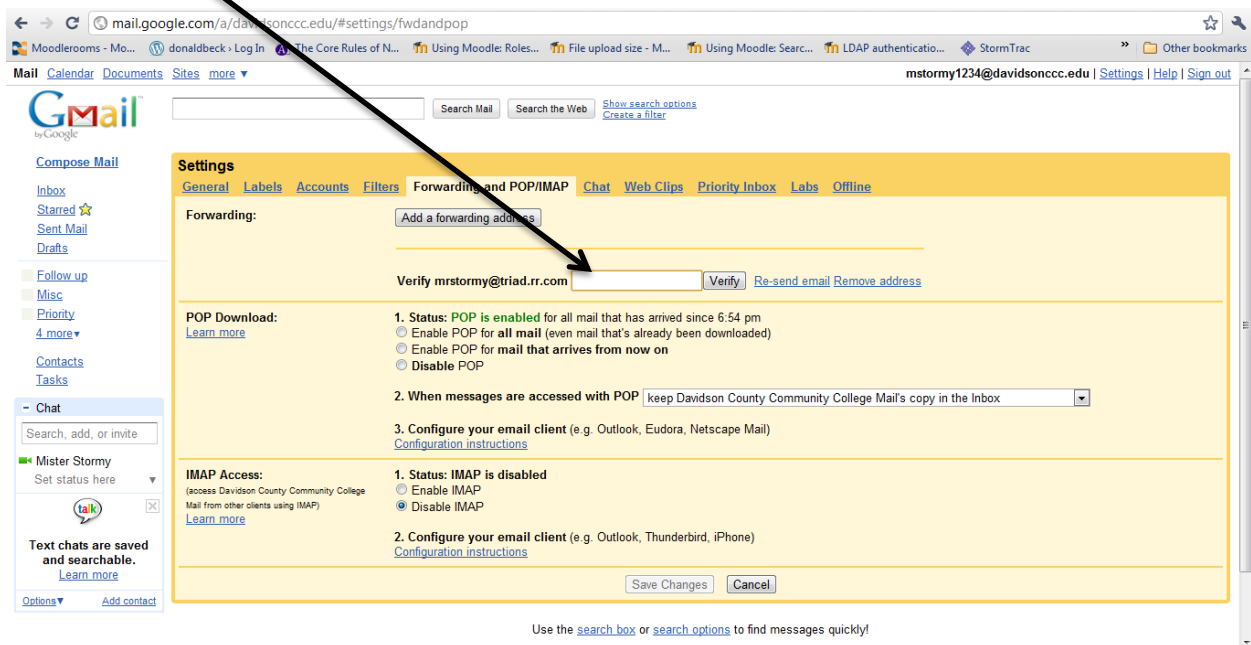
Select the “Forwarding and POP/IMAP” tab across the top, then select “Add a forwarding address”.



Enter the E-mail address you want to forward your @davidsonccc.edu E-mail to and click “Next”.



A confirmation E-mail will be sent to the E-mail address you entered with a confirmation code. Enter the confirmation code in the blank provided and select “Verify”.



Once you have entered the confirmation code, select “Forward a copy of incoming mail to” and make sure the E-mail you enter is in the drop down list.

The screenshot shows the Gmail Settings page for the account mstormy1234@davidsonccc.edu. The 'Forwarding and POP/IMAP' tab is selected. Under the 'Forwarding' section, the option 'Forward a copy of incoming mail to' is selected, with a dropdown menu showing 'mstormy@davidsonccc.edu (in use)'. Below this, there is a dropdown menu for 'keep Davidson County Community College Mail's copy in the Inbox'. A tip below states: 'Tip: You can also forward only some of your mail by [creating a filter!](#)'. The 'POP Download' section has three options: '1. Status: POP is enabled for all mail that has arrived since Jan 20' (selected), 'Enable POP for all mail (even mail that's already been downloaded)', and 'Enable POP for mail that arrives from now on'. The 'IMAP Access' section has two options: '1. Status: IMAP is disabled' (selected), 'Enable IMAP', and '2. Configure your email client (e.g. Outlook, Thunderbird, iPhone)'. At the bottom of the settings panel are 'Save Changes' and 'Cancel' buttons. Below the settings panel, there is a search bar and a status bar indicating 'You are currently using 0 MB (0%) of your 7542 MB.' and 'Last account activity: Jan 20 at this IP (65.188.225.234). Details'. An arrow from the text above points to the 'Forward a copy of incoming mail to' option.

You can follow the same steps to stop forwarding messages when you no longer wish to receive DCCC E-mail in your preferred E-mail.