

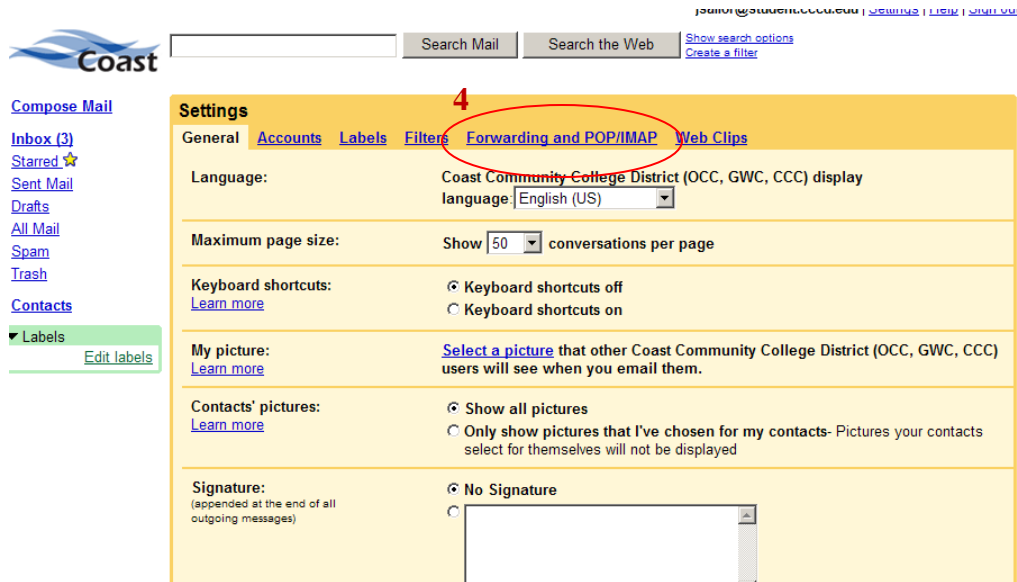
Forwarding G-Mail to an external email account

The screenshot shows the MyCCC portal for John Q Sailor. The 'G-Mail' link is highlighted with a red arrow labeled '2'. The page includes sections for Personal Announcements, My Courses, G-Mail, My Calendar, and CCC Military Programs.

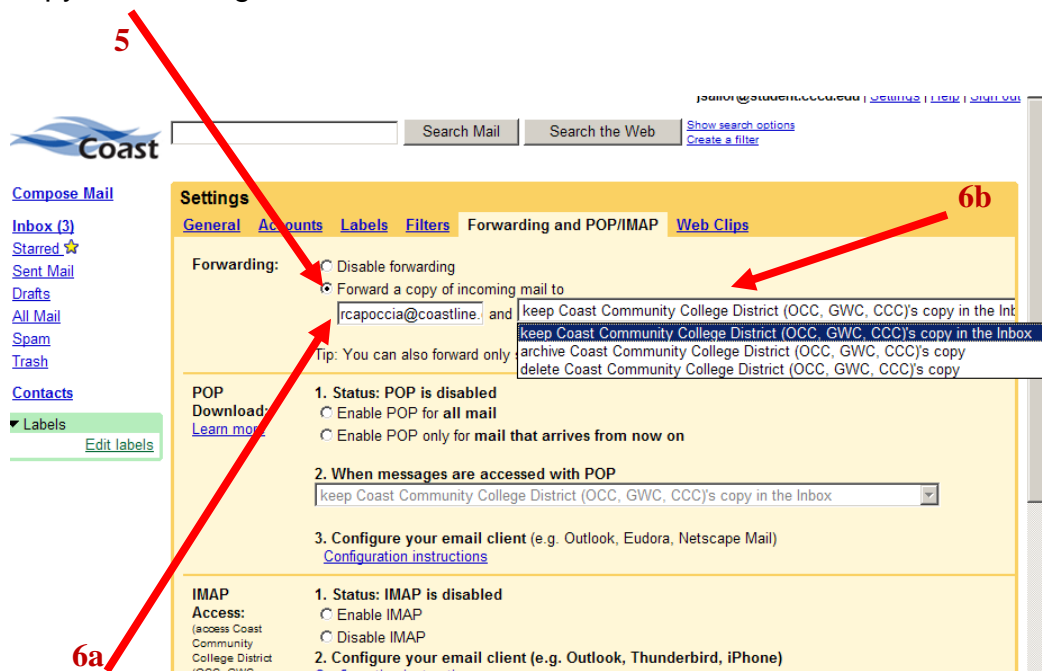
1. Log into MyCCC.
2. On the CCC Military Home tab, select the “G-Mail Account” link.

The screenshot shows the Gmail inbox for jsailor@student.cccd.edu. A red arrow labeled '3' points to the 'Settings' link in the top right corner. The inbox contains several emails, including 'Mid Term Advice', 'Access Issues for Art 100', and 'Welcome Art 100 Students!'.

3. Select the “Settings” option from the Gmail inbox.



4. On the “Settings” Menu, select “Forwarding and POP/IMAP”.
5. In the “Forwarding” area, select the second radio button to “Forward a copy of incoming mail...”



6. In the Forwarding section, a) Enter the e-mail address of the location to where you wish your messages forwarded; and b) select the option “Keep Coast Community College District(OCC,GWC,CCC)’s copy in the Inbox” in case forwarding fails.
7. Save your changes.