


*How to forward
your Badgermail
to another email
account*



Check it. Forward it.


1. Click the gear icon  in the upper right, then select Settings.
2. Click the Forwarding and POP/IMAP tab.
3. From the drop-down menu in the "Forwarding" section, select 'Add a Forwarding Address.'
4. Enter the email address to which you'd like your messages forwarded.
5. For your security, we'll send a verification to that email address.
6. Open your forwarding email account, and find the confirmation message from the Gmail team.
7. Click the verification link in that email.
8. Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
9. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message, or you can send it automatically to All Mail or Trash.
10. Click Save Changes.



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