The best way to ensure that you receive all CCSF communications is to use your CCSFmail. Because forwarding email is not reliable, CCSF does not recommend it. If you choose to forward, making sure that you receive and read all CCSF messages is your responsibility.

**Login to your CCSFmail account**

1. Open your web browser and go to the CCSF home page- http://www.ccsf.edu
   Click MyCCSF

2. Look down the For Students column, and click on GMail (CCSF Google email).
3. Type your username and password then click the **Sign in** button.

Set up Forwarding

1. Click the **Gear** link in the upper right hand corner and choose **Settings**.

2. Select the **Forwarding and POP/IMAP** tab

3. Then click **Add a forwarding address**
4. Enter the address where you want to forward your email.
5. Click Next and then Confirm.

**Go to your email and confirm**

Google wants to make sure that you are the person who owns the account where you are forwarding:
1. Log in to the email account where you set forwarding to go to.
2. Open the confirmation email from Google.
3. Click the verification link in that email. It will look something like this:

   To allow jdoe4138@mail.ccsf.edu to automatically forward mail to your address, please click the link below to confirm the request:
   https://mail.google.com/a/mail.ccsf.edu/vf-818c6f0117-jdoe4138%40yahoo.com-signN6nPjGBIUEjjiGcikVX4BZtc

4. If nothing happens, follow the other instructions in the email.
Finish forwarding from your CCSFmail account

1. Go back to your CCSFmail account
2. If you aren’t already there, click Settings and then the Forwarding and POP/Imap tab as on page 2.
3. Select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
4. Select the action you’d like your messages to take from the drop-down menu.
5. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to All Mail or Trash.

   ![Settings](image)

   ![Forwarding and POP/IMAP](image)

   ![Select action](image)

6. Finally, click the **Save Changes** button to confirm.