

# Enabling/Disabling Email Forwarding in Google

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## To enable email forwarding:

- 1) Log into your Google account as would normally do
- 2) Click the Settings icon on your inbox and select Settings
- 3) Click the Forwarding and POP/IMAP at the top of the page
- 4) Click the



### Forwarding and POP/IMAP

Add a forwarding address

- 5) Enter the destination address and click Next

Add a forwarding address ×

Please enter a new forwarding email address:

Cancel **Next**

- 6) Click Proceed. A verification code will be sent to the destination address.

Forwarding mail to

**Proceed** **Cancel**

- 7) Enter the code received and click Verify

Verify  confirmation code  **Verify**

- 8) Click the Forward option. Verify the destination address is correct. You should select the option "Keep The Marvelwood School Mail's copy in the inbox"

- Disable forwarding
- Forward a copy of incoming mail to

- 9) Click the Save Changes button at the bottom of the page

**Save Changes**

## To disable email forwarding:

- 1) Log into your Google account as would normally do
- 2) Click the Settings icon on your inbox and select Settings
- 3) Click the Forwarding and POP/IMAP at the top of the page



### Forwarding and POP/IMAP

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- 4) In the drop down list that contains the destination address, select the Remove option
- 5) Click OK to confirm

