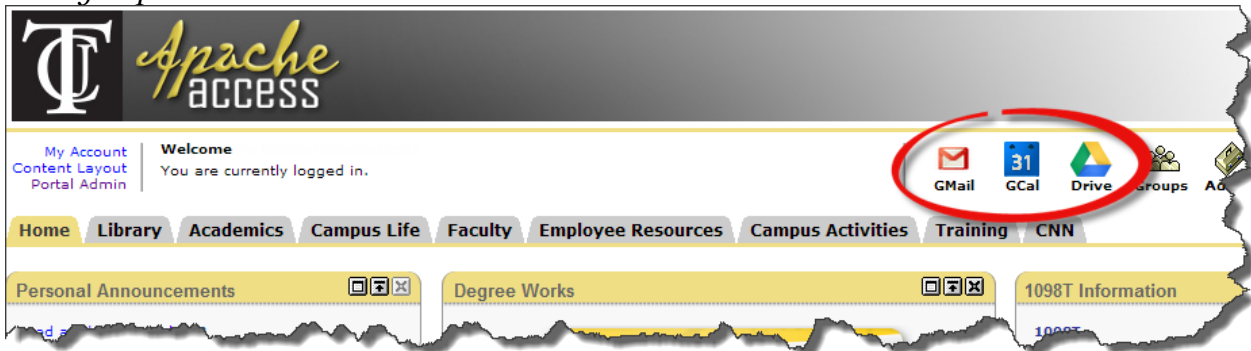


FORWARDING YOUR APACHE ACCESS EMAIL

ACCESS YOUR APACHE ACCESS GMAIL

1. **Login** to **Apache Access**.
2. **Click** on the **Gmail icon** (upper right).

It will open a new window or tab and you are logged in. *You can only access your TJC email account through Apache Access.*



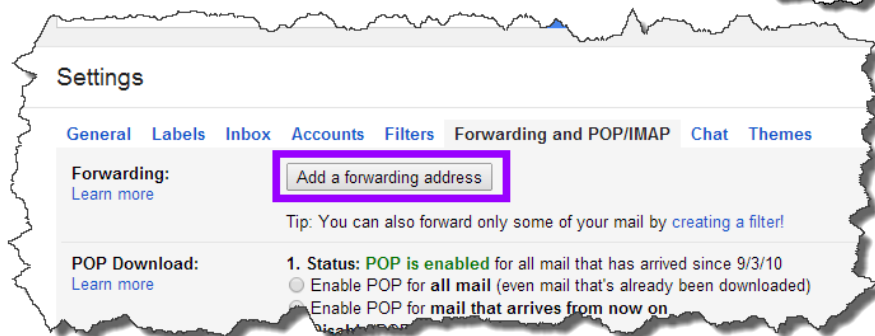
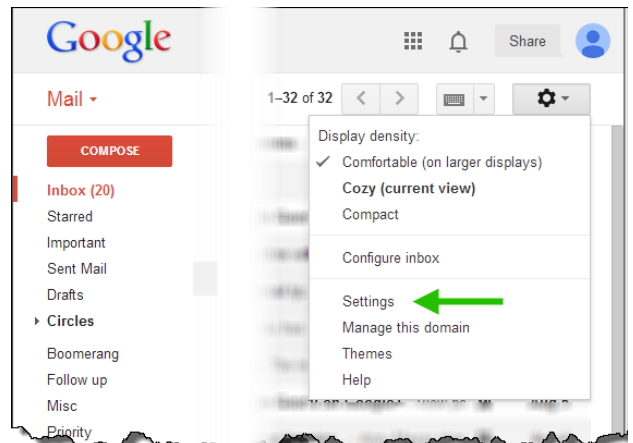
FORWARD MAIL TO YOUR PREFERRED EMAIL ACCOUNT

In the upper right hand corner...

1. **Click** on the **Settings** button (looks like a gear wheel)
2. **Choose Settings** from the menu.
3. **Click** on **Forwarding and POP/IMAP** tab.

In the Forwarding and POP/IMAP tab...

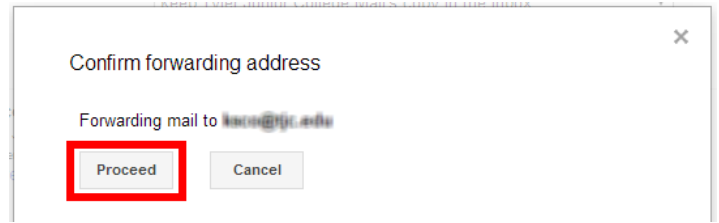
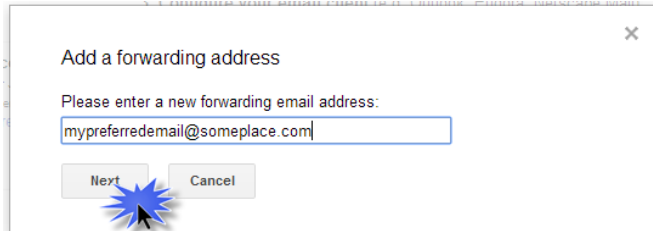
4. **Click** the **Add a forwarding address** button.



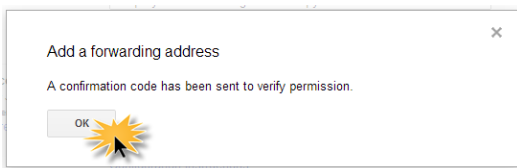
In the Add a forwarding address dialog box...

5. **Enter** your **preferred email address**.
6. **Click** the **Next** button.
7. **Click** the **Proceed** button.
8. **Click** the **OK** button.
9. **Close only** the window or tab for your Apache Access email.

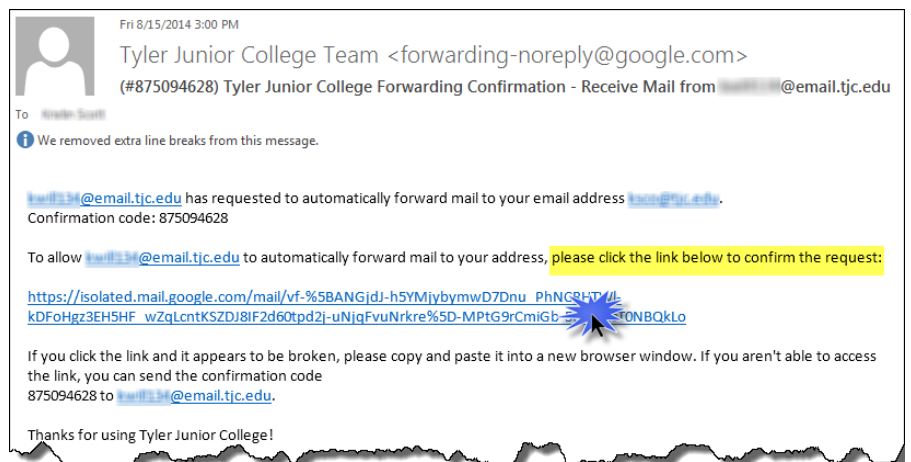
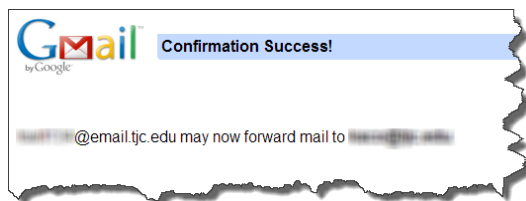
If you log out or close the Apache Access window or tab, you will have to login to Apache Access again. The Tyler Junior College Team will send a confirmation code to your preferred email account.



10. **Login** to your **preferred email account**.
11. **Click** on the **link** to confirm the request.



You will receive a Confirmation Success message in your browser window after you confirm the request.



Once you confirm the request, go back to the Apache Access tab or window.

12. **Click** on the **Gmail icon** (upper right).

In the upper right hand corner...

13. **Click** on the **Settings** button (looks like a gear wheel)
14. **Choose Settings** from the menu.
15. **Click** on **Forwarding and POP/IMAP** tab.

In the Forwarding and POP/IMAP tab...

In the Forwarding section...

16. **Click** the **radio button** next to **Forward a copy of incoming mail to...** Make sure the drop down is set to your preferred email account.



The second drop down list tells the system what to do with the mail in your Apache Access inbox after it forwards it to your preferred email address. **We highly recommend** “**Mark Tyler Junior College Mail's copy as Read.**”

Drop Down Options	What it Really Means
Keep Tyler Junior College Mail's copy in the Inbox	Forwards your email but also keeps a copy of it in your Apache Access email Inbox.
Mark Tyler Junior College Mail's copy as Read	Forwards your email but also keeps a copy of it in your Apache Access email Inbox <u>and</u> marks it as read.
Archive Tyler Junior College Mail's copy	Forwards your email but also keeps a copy of it in your Apache Access email archive.
Delete Tyler Junior College Mail's copy	Forwards your email and deletes the Apache Access email message.

From the Drop Down List...

17. **Select** **Mark Tyler Junior College Mail's copy as read** (or another option, if you prefer).

18. **Click** the **Save Changes** button at the bottom of the interface.

Test your email to ensure that it forwards mail as you expect it to and that it also handles the original message as you intend.