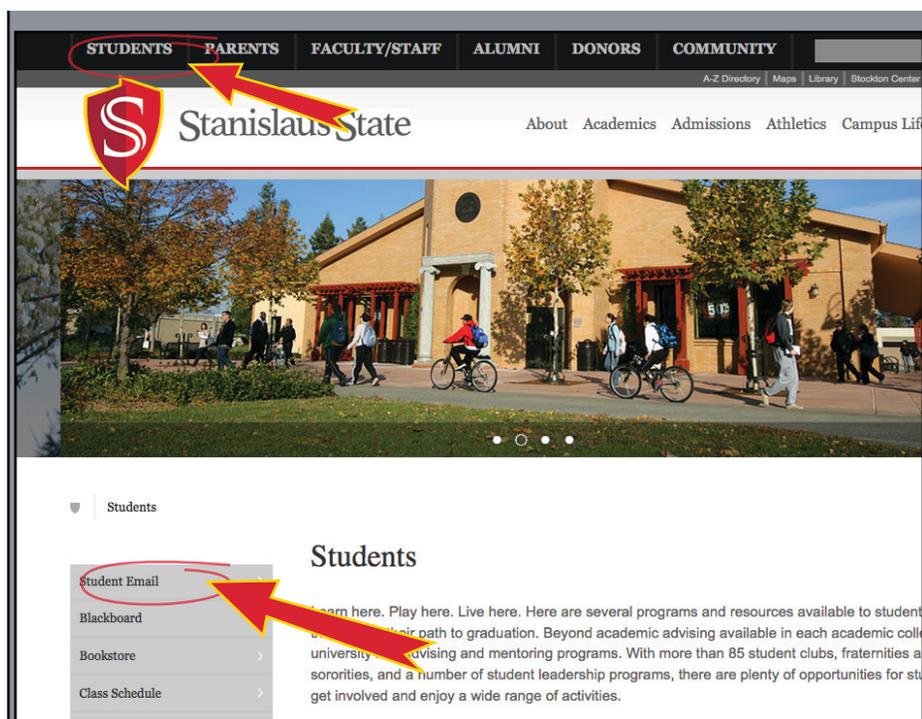
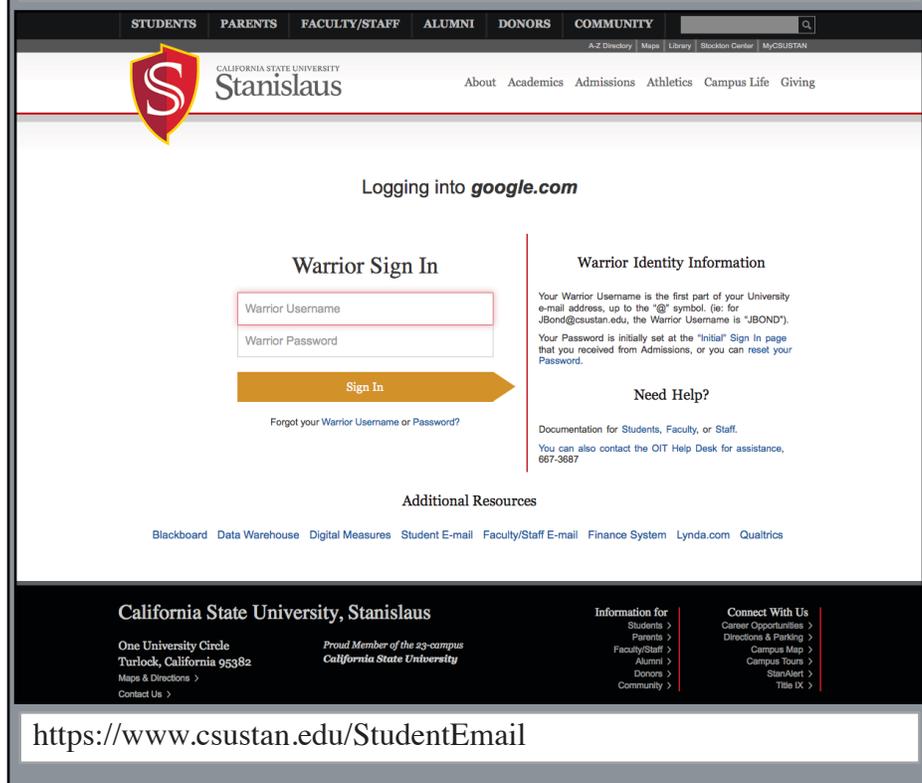


This guide outlines how you can forward your campus emails to another email address. It is imperative that you either check your campus email account regularly or login once to set up the forwarding. This will ensure that you receive all important emails from Stanislaus State



<https://www.csustan.edu/students>



<https://www.csustan.edu/StudentEmail>

Sign into your CSUSTAN email account by going to [www.csustan.edu](http://www.csustan.edu) and clicking on the Students tab. From there, choose the Student Email link on the top of the gray bar.

Login using your Warrior Username and password. Your Warrior Username is the first half of your Student Email Address.

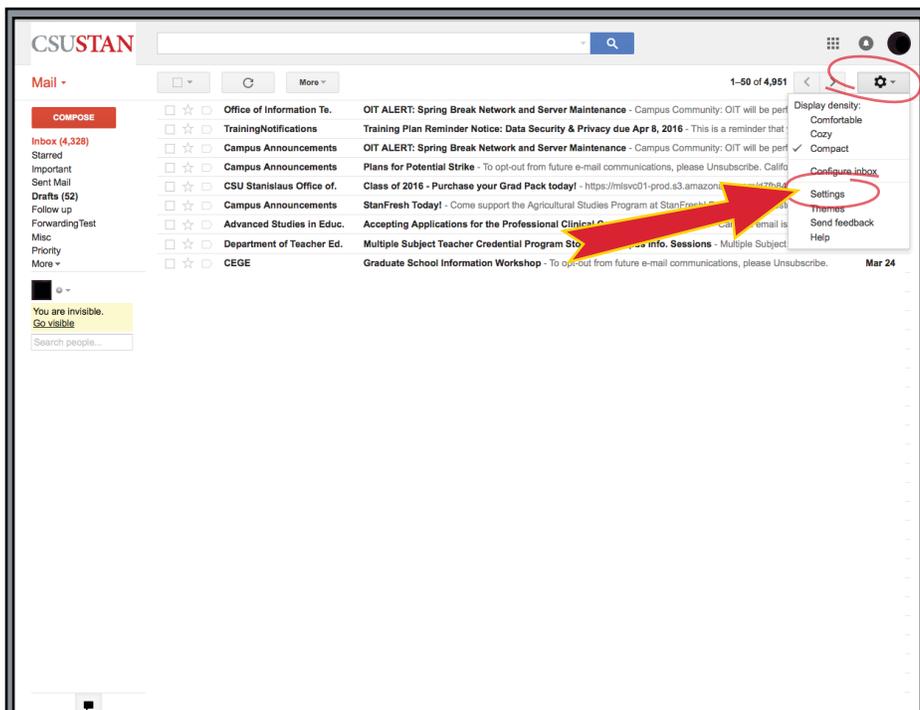
( Example: if your Student Email was [jbond7@csustan.edu](mailto:jbond7@csustan.edu) then your Warrior Username would be [jbond7](mailto:jbond7) )

Your password will be the same as your myCSUStan Warrior Password.

(Please note that your CSUStan Student Email Account is a Google Gmail account. This means that you must be logged out of any other Google accounts (Gmail, Youtube, Google+, etc.) in the web browser you are using to check your Student Email before you can logon to your Student Email account.)

If you have not yet set your myCSUStan password, please do so by going to:

[www.csustan.edu/Initial](http://www.csustan.edu/Initial)



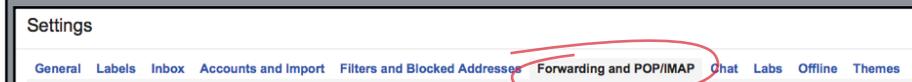
Once you are logged into your Student Email Account, click the Gear Icon (settings icon) located on the top right of the screen, and choose “Settings” from the drop-down menu.

In the Settings page, choose the “Forwarding and POP/IMAP” tab.

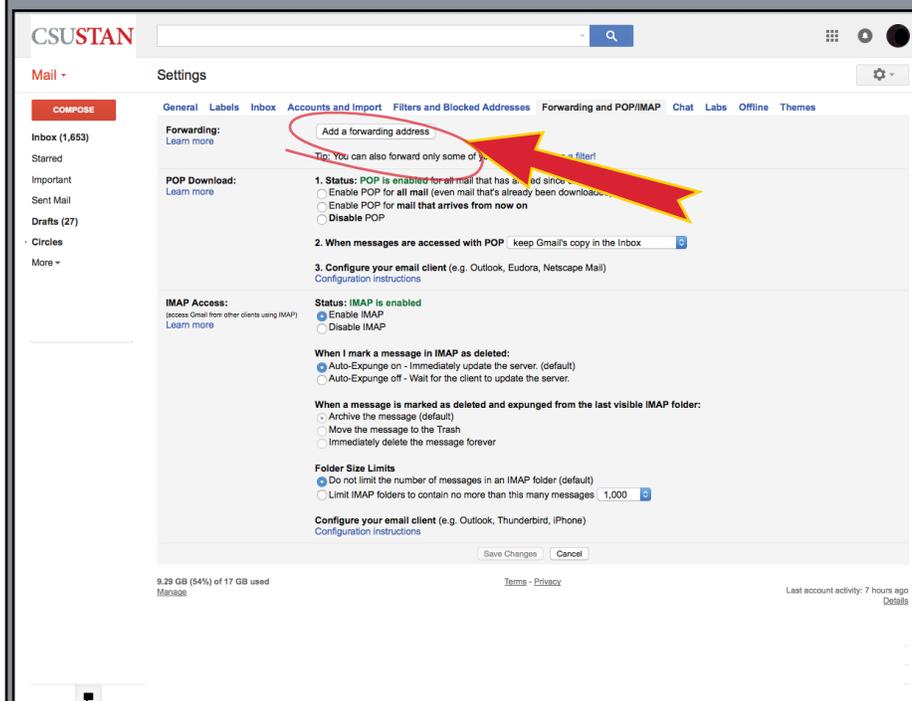
Under the Forwarding section, click the “Add a forwarding address” button.

Enter your non-CSUStan email address in the pop-up box, then click “Next” to review the email address you entered.

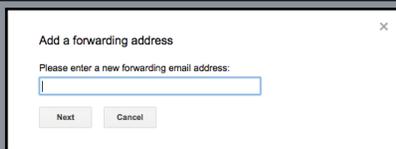
Click the Settings Gear and choose “Settings” from the drop-down.



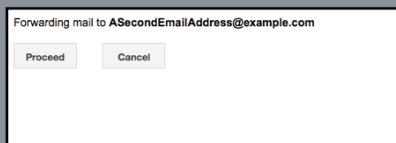
Click the “Forwarding and POP/IMAP” tab.



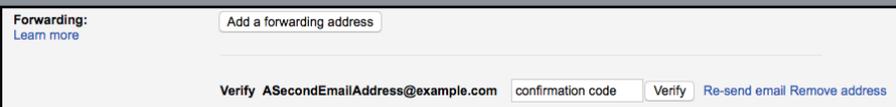
Click the “Add a forwarding address” button.



Enter your non-csustan email address.



Double check your email address, then choose proceed.



Enter the confirmation code that was sent to your non-CSUSTan email address, then click the “Verify” button.

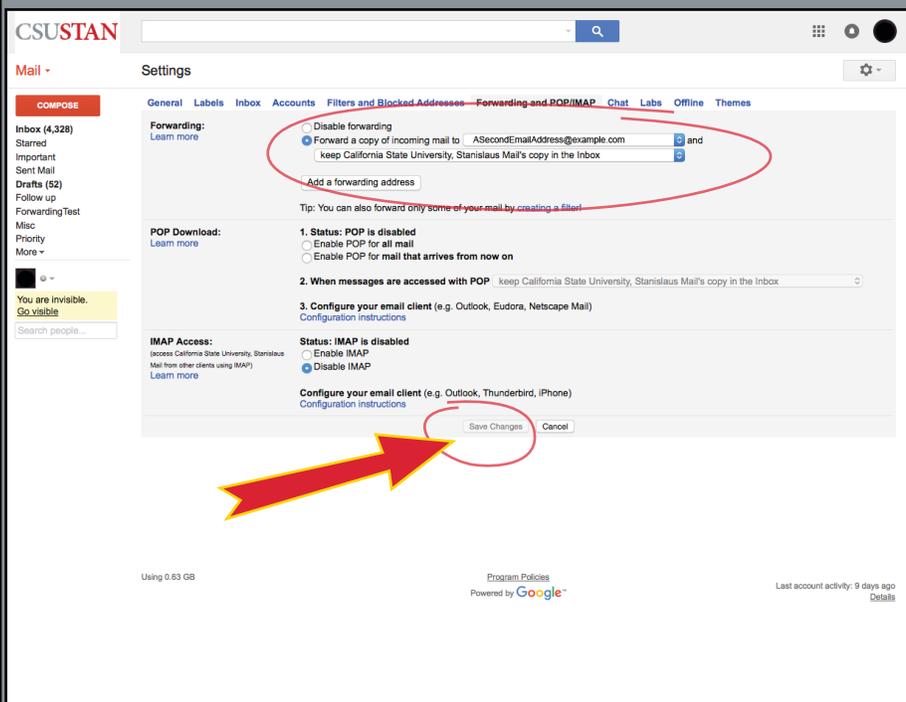
If the address is correct, click “Proceed,” if it is incorrect, press cancel and repeat the process.

Once you choose “Proceed,” a confirmation code will be sent to your secondary non-CSUSTan email address. You will need to retrieve this code by checking your secondary email address. Once you have the code, return to your CSUSTan Student Email, and follow the previous directions to return to the Forwarding and POP3/IMAP settings tab. Enter the confirmation code in the confirmation code box, and click the “Verify” button.

Once the secondary non-CSUSTan email address is verified, you will be given forwarding options.

Choose the second radio button, and under the “Forward a copy of incoming mail to,” select your secondary non-CSUSTan email address. In the second drop-down menu, choose “keep California State University, Stanislaus Mail’s copy in the Inbox”

Once these options are selected, click the “Save Changes” button at the bottom of the settings window, and your forwarding process is complete.



Select the “Forward a copy of incoming mail to,” radio button. Choose your non-CSUSTan email address from the first drop down. Choose “keep California State University, Stanislaus Mail’s copy in the inbox” from the second drop down menu. Click “Save Changes” to start forwarding incoming emails.