



Forwarding Emails

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 CSU Stanislaus.

The screenshot shows the MyCSUSTAN login page. At the top left is the CSUSTAN logo. Below it is the 'Warrior Sign In' section with input fields for 'Warrior Username' and 'Warrior Password', and a 'Sign In' button. To the right is the 'Warrior Identity Information' section with instructions on how to find the username and password. Below that is a 'Need Help?' section with links to documentation and the OIT Help Desk. At the bottom is an 'Additional Resources' section with links to Blackboard, Student E-mail, Faculty/Staff E-mail, Financial Aid & Scholarships, Finance System, Library, Lynda.com, PeopleSoft Software Requirements, Records & Transcripts, and Dates & Deadlines. A red arrow points from the 'Additional Resources' section to the 'Student E-mail' link.

1. From the MyCSUSTAN Login Page Select the Student E-mail link under Additional Resources



Logging into *google.com*

Warrior Sign In

→

Sign In

Forgot your [Warrior Username](#) or [Password](#)?

Warrior Identity Information

Your Warrior Username is the first part of your University e-mail address, up to the "@" symbol. (ie: for JBond@csustan.edu, the Warrior Username is "JBOND").

Your Password is initially set at the "Initial" Sign In page that you received from Admissions, or you can [reset your Password](#).

Need Help?

Documentation for [Students](#), [Faculty](#), or [Staff](#).

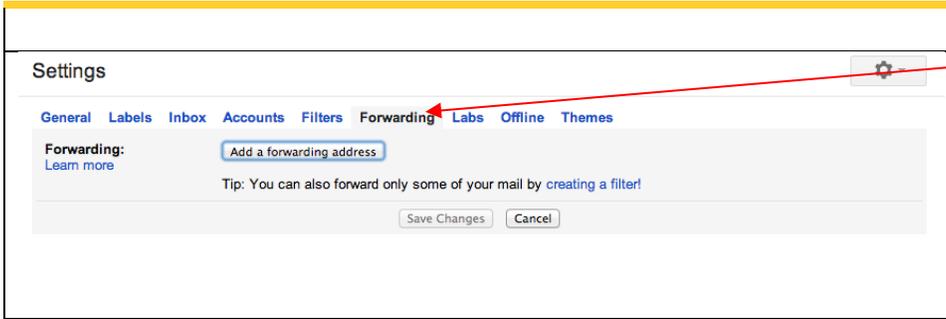
You can also contact the OIT Help Desk for assistance, 667-3687

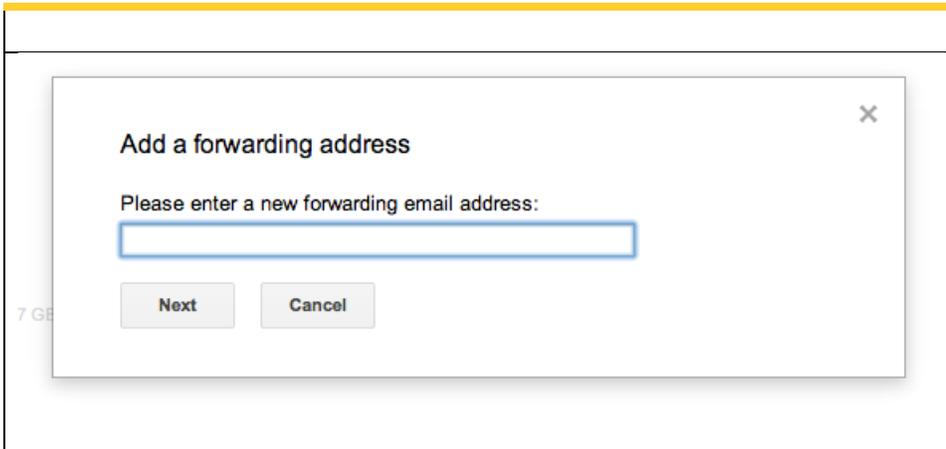
2. Login using your Warrior Username and Password
3. User ID = JBond (part of email before the @ sign, i.e. JBond@csustan.edu)
4. Password = same password you use to login to your student center.

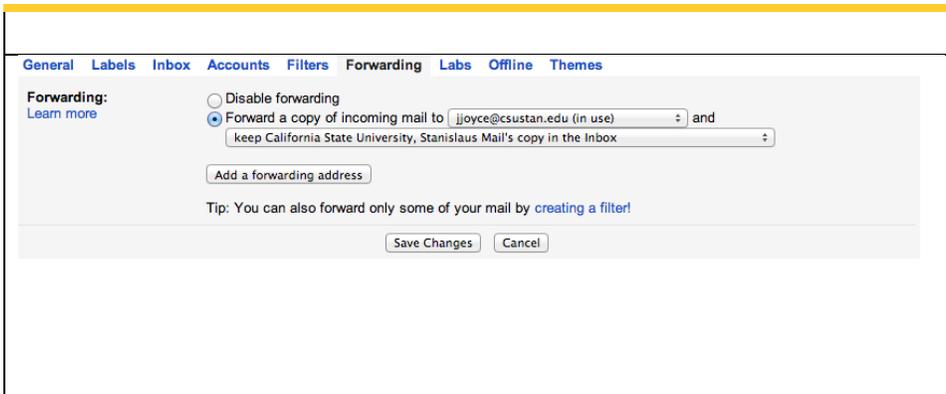
The screenshot shows the Gmail web interface for a user with the email address test-user@csustan.edu. The address bar shows https://mail.google.com/mail/#inbox. The interface includes a search bar, a 'COMPOSE' button, and a list of folders on the left (Inbox, Starred, Important, Sent Mail, Drafts, Follow up, Misc, Priority, More). A gear icon in the top right corner is highlighted with a red arrow, and its settings menu is open, showing options for Display density (Comfortable, Cozy, Compact), Configure inbox, Settings, Themes, Send feedback, and Help.

5. Click on the Gear Icon
6. Click on Settings



	<ol style="list-style-type: none">7. Select the Forwarding Tab8. Click the Add a Forwarding Address button
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	<ol style="list-style-type: none">9. Enter the email address you want all messages forwarded to and click Next10. Confirm that you want to forward to that Address by clicking Proceed
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	<ol style="list-style-type: none">11. Select from the drop down how you want the original email handled12. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to Archive or Trash.13. Finally click Save Changes, the forward is now configured.
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