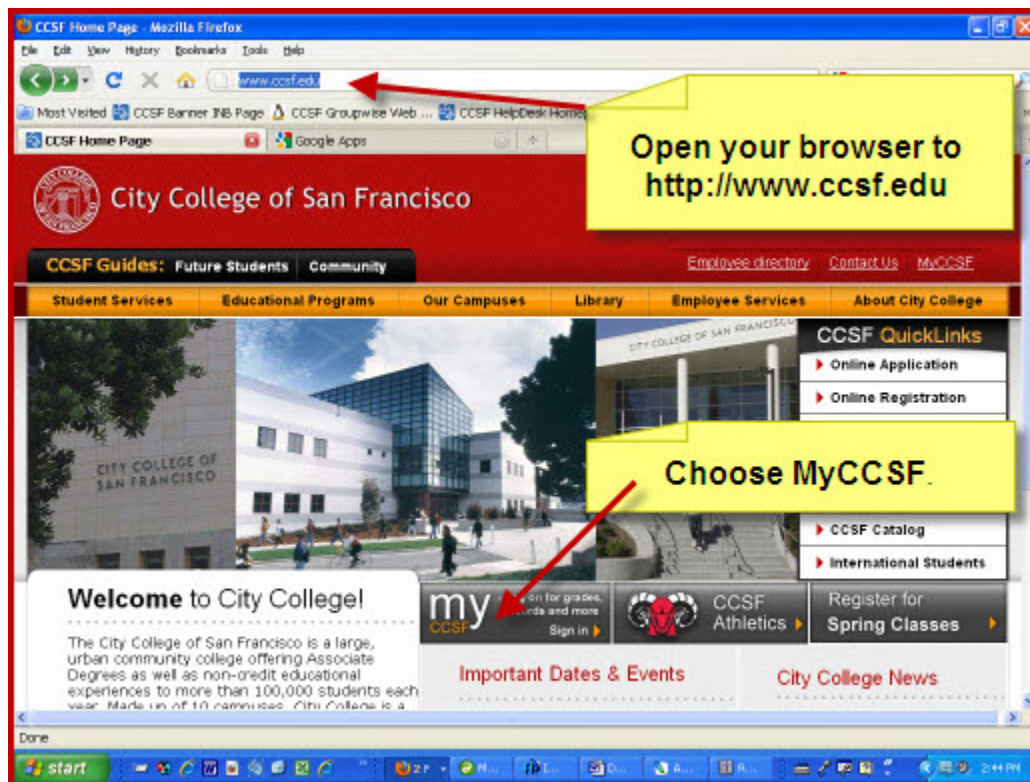
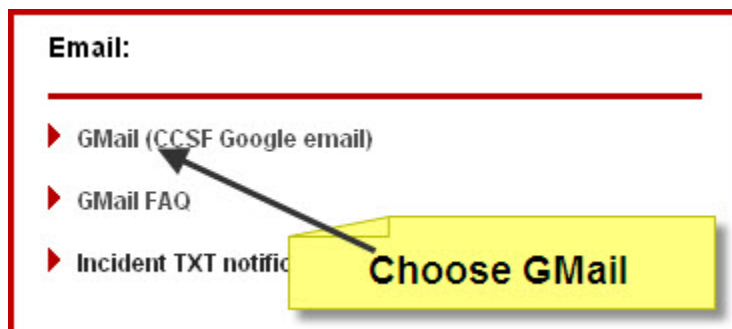


# Forward your CCSF GMail [mail.ccsf.edu] to Another Email Account

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



2. Click on GMail (CCSF Google email).



3. Type your username and password then click the  button.

Sign in to manage  
**City College of San Francisco**

Username: your.username  
@mail.ccsf.edu

Password: .....

Stay signed in


[Can't access your account?](#)

**Powerful communication and collaboration tools for your organization**

The right tools can make projects faster and easier. Whether you're working with colleagues, doing a school project, or managing a group, Google Apps saves you time and trouble.


- Collaborate on shared calendar and documents
- Access your data from anywhere, even from mobile devices
- No need to install and maintain

If you are a **Google Apps administrator**, sign in here for the control panel

©2010 Google [Privacy Policy](#) - [Terms of Service](#) Powered by 

4. Click on the [Settings](#) link at the top of the page in the upper right hand corner.

Mail [Calendar](#) [Documents](#) your.username @mail.ccsf.edu | [Settings](#) | [Help](#) | [Sign out](#)

 Search Mail Search the Web [Show search options](#) [Create a filter](#)

**Compose Mail**

**Inbox**

Starred ☆  
Sent Mail  
Drafts

CCSF-Gmail  
save  
Techsmith (3)  
[3 more](#)

[Contacts](#)  
[Tasks](#)

Rotten Tomatoes: Movies - 93% Ajami - 1 hour ago Web Clip

Archive Report spam Delete Move to Labels More actions Refresh 1 - 1 of 1

Select: All, None, Read, Unread, Starred, Unstarred

☆ Gmail Team > Gmail is different. Here's what you need to know. - Messages that a 4/1/09

Select: All, None, Read, Unread, Starred, Unstarred

Archive Report spam Delete Move to Labels More actions Refresh 1 - 1 of 1


Visit [settings](#) to save time with **keyboard shortcuts!**

**You are currently using 52 MB (0%) of your 7419 MB.**

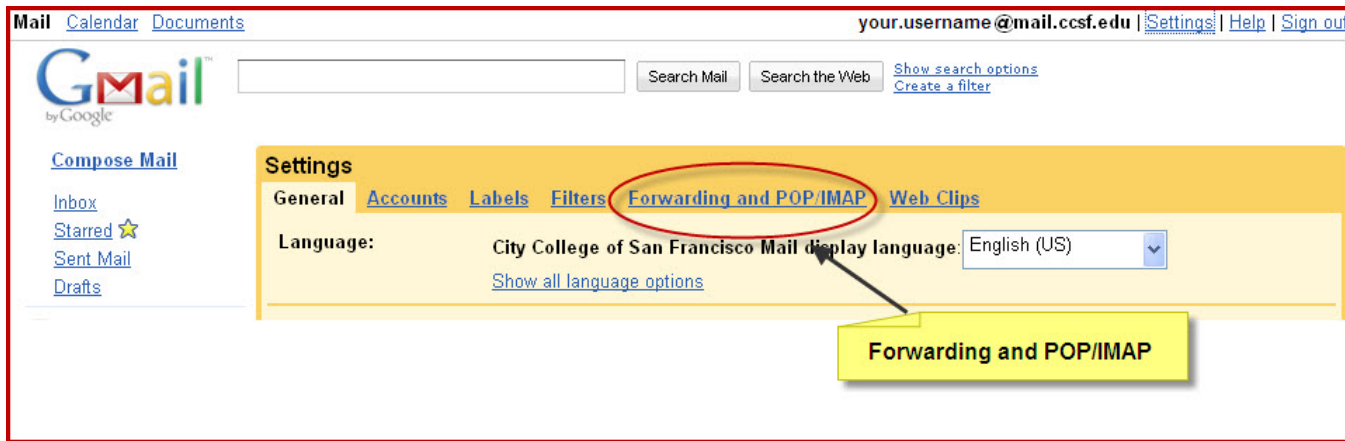
Last account activity: 21 hours ago at this IP (147.144.3.239). [Details](#)

City College of San Francisco Mail view: standard | [older version](#) | [basic HTML](#) | [Learn more](#)

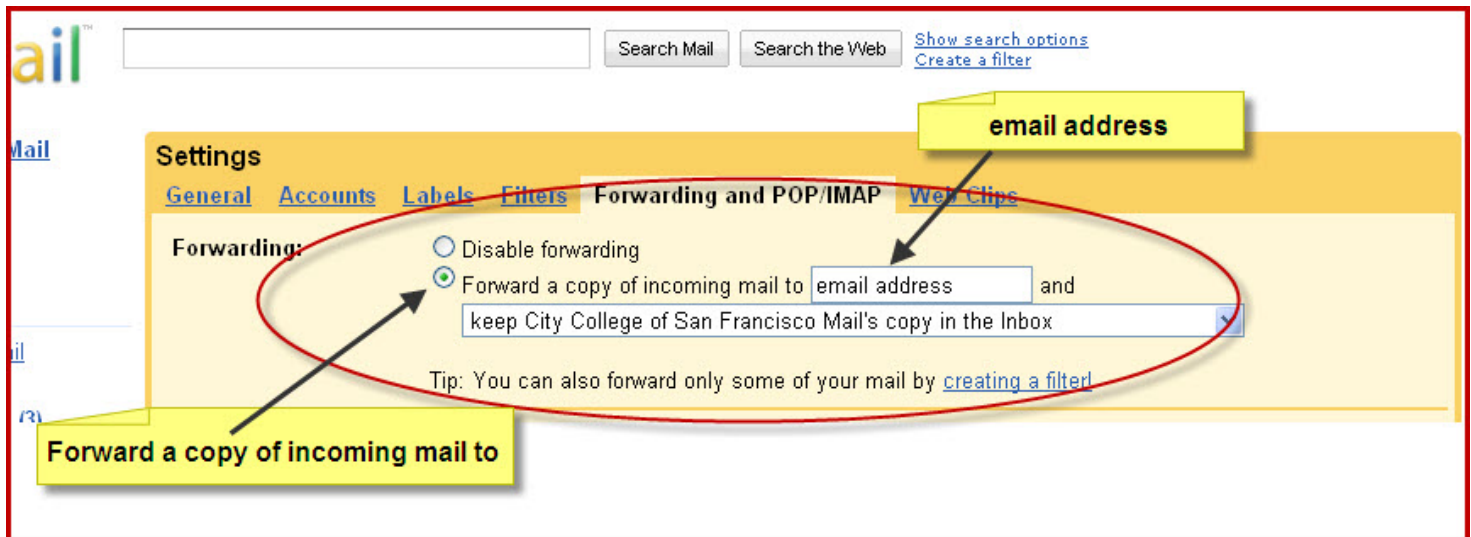
©2010 Google - [Terms of Service](#) - [Privacy Policy](#) - [Program Policies](#) - [Google Home](#)

Powered by 

5. Select the **Forwarding and POP/IMAP** tab (as shown below).

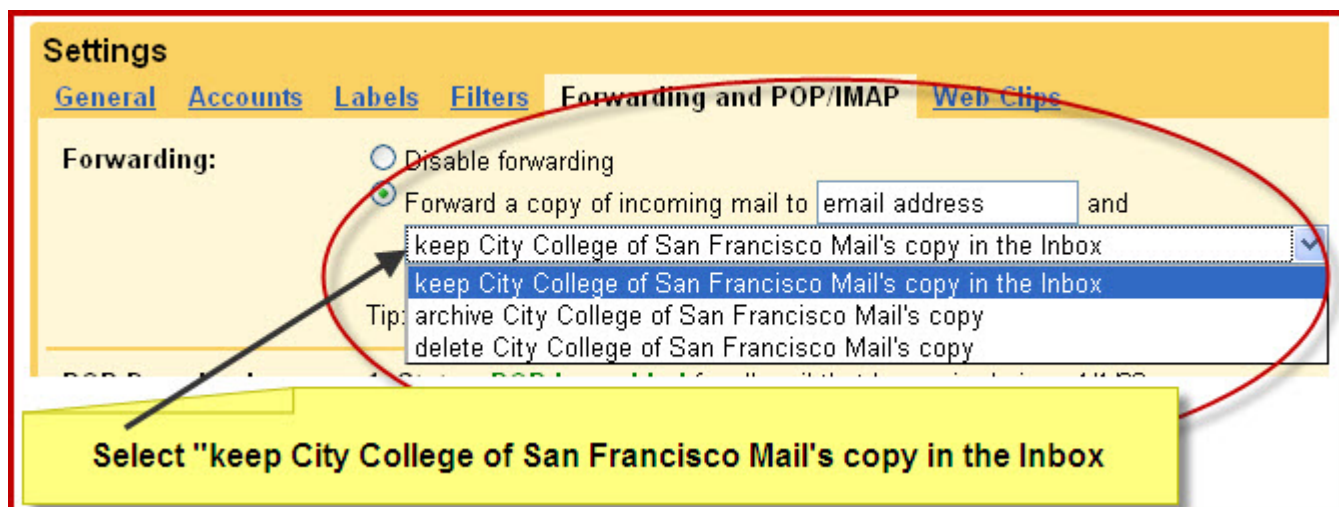


6. Select the “Forward a copy of incoming mail to” option.



7. In the **email address** box type the email address to which you would like your CCSF Gmail messages forwarded (as shown above).

8. Select the action you would like your messages to take from the drop-down menu. We recommend you select the option to “Keep City College of San Francisco Mail’s copy in the inbox” so you have a copy of the emails if you ever need to refer back to them.



9. Finally, click on the  button to confirm.