Instructions for setting email forwarding

- 1. Login your HKU Connect email account using Google Chrome <u>http://webmail.hku.hk</u> (choose "Connect.hku.hk")
- 2. Click on the gear on the top right-hand side corner after login

Google		~ Q		
Gmail -	□ · C More ·	1–50 of 228 <	⇒ (¤-	
COMPOSE	Primary	Les Social 50+ new Quora Digest Promotions 10 new Adobe Systems +		
Starred	🗌 🙀 📄 Microsoft account team 🛛 Microsoft account password change - Microsoft account Your password changed The pa			
Important	🖂 📩 📄 Microsoft account team	Microsoft account team Microsoft account password reset - Microsoft account Password reset code Please use this		

3. Choose "Settings" from the menu as shown below



4. Choose "Forwarding and POP/IMAP" at the top

COMPOSE	General Labels Inbox	Accounts and Import Filters and Blocked Addresses	Forwarding and POP/IMAP Chat Labs Offline Themes
Inbox (137)	Language:	Gmail display language: English (US) Show all language options	 Change language settings for other Google products
Starred		5 5 1	

5. Click on "Add a forwarding address" button



6. Type in your email address that you are going to check email from and then click on "Next"

	Add a forwarding address	>
	, ida a formaraning adaloos	
1	Please enter a new forwarding email address:	
	xxxx@web.com	
	Next Cancel	

7. Confirm that your email address is correct and then click on the "Proceed" button



8. Then, you will receive a confirmation code



Please check your email from your regular account (account that you want to forward email to ie. <u>xxx@web.com</u> in our example)

9. Please follow the verification link in the email message to confirm the change



- 10. After the verification is done, please go back to your HKU Connect account
- 11. If you are NOT in the "Settings" page, please repeat steps 2 4 above
- 12. You have to choose "Forward a copy of incoming mail to" as shown below

Gmail +	Settings
COMPOSE	General Labels Inbox Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes
Inbox (138) Starred	Forwarding: Learn more Forward a copy of incoming mail to $xxx@web.com$ and keep Gmail's copy in the Inbox
Important	Add a forwarding address
Sent Mail	Tip: You can also forward only some of your mail by creating a filter!

13. At the bottom, click "Save Changes"

IMAP Access: (access Gmail from other clients using IMAP) Learn more	Status: IMAP is disabled Enable IMAP Disable IMAP	
	Configure your email client (e.g. Outlook, Thunderbird, iPhone) Configuration instructions	
		Save Changes Cancel
0.02 GB (0%) of 15 GB used Manage		<u>Terms</u> - <u>Privacy</u>

14. Please try to send a test mail to your @connect.hku.hk email account and see whether you can receive a copy from your forwarded account.