

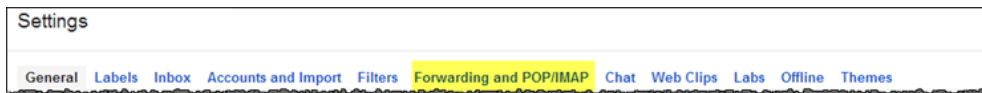
## How to Forward your Ryerson Gmail to the Arts Mail System:

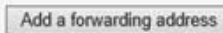
Logon to your Ryerson <http://my.ryerson.ca> account.

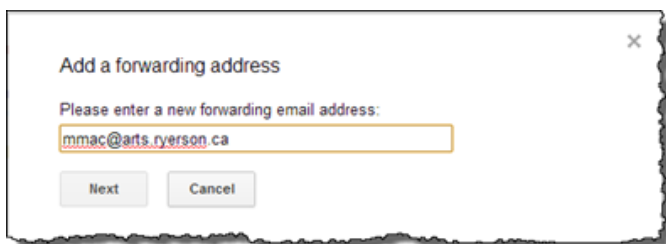
Click on the **Apps** tab and click **Gmail**.

Once in your Gmail inbox - click the **gear icon** ( ⚙ ) in the upper right, then select **Settings**.

In the **Settings** bar across the top – select **Forwarding and POP/IMAP** as shown below



Click **Add a forwarding address**  and type in the e-mail address you want to forward the mail to! You may use your username@politics.ryerson.ca address (or you may use username@arts.ryerson.ca).

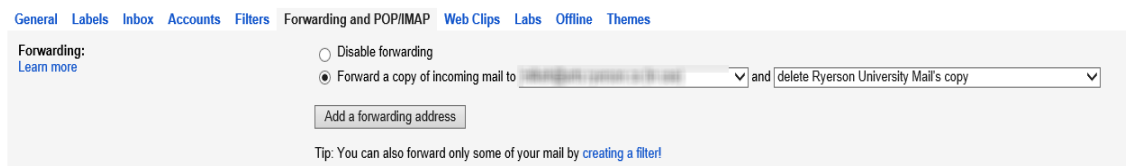


Once added, be sure to change

- *Disable Forwarding* to
- *Forward a copy of incoming mail to* <your email address>

To avoid having your Gmail box fill up with old messages to which you have already responded, change the option to **delete Ryerson University Mail's copy**.

It should look something like this when finished.



**Important Step:** Make sure you hit **Save Changes** at the bottom of that page before navigating away from the page.