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

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

Click on the Apps tab and click Gmail.

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

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

Settings	\$										
General	Labels	Inbox	Accounts and Import	Filters	Forwarding and POP/IMAP	Chat	Web Clips	Labs	Offline	Themes	

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).

Add a forwarding address						
Please enter a new forwarding email address:						
mmac@arts.	ryerson.ca					
Next	Cancel					

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.

General	Labels	Inbox	Accounts	Filters	Forwarding and POP/IMAP	Web Clips	Labs	Offline	Themes			
Forwarding: Learn more			<ul> <li>Disable forwarding</li> <li>Forward a copy of ir</li> </ul>	icoming mail t	0	iĝin p	nar a Trad	♥ and delete Ryerson University Mail's copy	~			
				Tip: You can also forwar	Tip: You can also forward only some of your mail by creating a filter!							

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