Forwarding Your UAH Email to a Different Address

1.   From your UAHuntsville Google Apps Mail, click on Settings from the gear link.

2.   Select the tab for Forwarding and POP/IMAP. In the Forwarding section select Add a forwarding address.

3.   In the resulting window, type the address you want to forward to. Click Next.

4.   A window displays confirming the forward. Click Proceed to display a window indicating a confirmation code has been sent. Click OK to close.

5.   If the account is not a @uah.edu account, log into the account that you want to forward to, so you can confirm the forward. Select the message from the UAHuntsville Team regarding forwarding confirmation.

6.   In the message, click on the link to accept the request.

7.   A confirmation success window displays indicating that it is possible to forward to the verified address.

8.   Go back to the UAHuntsville Google Apps account and refresh your browser. The new email is available now to forward to, but the default is to Disable Forwarding. Change the default to Forward a copy of incoming mail to the new address. Use the dropdown to indicate how you want to treat the email in the Google Apps UAHuntsville account. Your options are to keep an unread copy in the mailbox (the default), mark the message as read, archive the email, or delete the email.

Note: Only one "Forward" is permitted but you can add multiple addresses and use filters to forward to multiple addresses.

9.   Click Save Changes at the bottom of the window.

Your UAH email will continue to be forwarded until you reverse the forward by selecting the disable forwarding option on the Forwarding and POP/IMAP tab. If you have any problems setting this up, please contact the TAG Help Desk at (256)824-3333.