

Forwarding MUN email to Grenfell email

1. Log in to your MUN Gmail Account.
2. Click *Settings*, represented by the Gear symbol in the top right-hand corner of the screen.
3. Select *See All Settings* from the list of options.
4. Click *Forwarding and POP/IMAP* from the top menu
5. Click *Add a Forwarding Address*.
6. Enter your Grenfell e-mail address and click *Next*.
7. In the confirmation windows click *Proceed*.
8. Click *Ok* to acknowledge that an e-mail has been sent to your Grenfell account.
9. Log in to your Grenfell E-mail and retrieve the conformation code link.
10. Click the link to confirm your request or enter the confirmation code manually and click verify.
11. By default, forwarding is disabled.
12. Click *Forward a copy of incoming mail to your Grenfell e-mail*.
13. You have the option to keep a copy of the e-mail in your MUN gmail account, mark it as read, archive it or delete it. Select your preference from the drop-down list.
14. Remember to click *Save* at the bottom of the setting screen to keep your changes.

You will see a notice at the top of your MUN Gmail informing you that your email has been forwarded.

*If you did not opt to use MUN gmail, and are still using MUN webmail, please email help@mun.ca to request a redirect.