

To forward your Gapps e-mail to your TCCSA e-mail.

1. Sign into your Gapps account.
2. Once there goto into your gapps gmail account.
3. Then at the top right look for the gear which is the settings
4. Click on the gear (settings) this will drop down the settings menu.
5. Choose settings from that menu.
6. Once in the settings window find the tab at the top that is labeled Forwarding and POP/IMAP.
7. Click on that tab
8. Then click the button that says add forwarding address.
9. In the popup window enter your tccsa e-mail address.
10. Click next, then proceed.
11. An e-mail will be sent to your TCCSA account, open your tccsa e-mail and click on the link that says confirm the request.
12. This will open a window and all that you need to do is click confirm.
13. Once you have confirmed the e-mail. Return back to your gapps account and into settings then goto the Forwarding and POP/IMAP tab.
14. Make sure that the option of Forward a copy of incoming mail is selected and to keep Chippewa local schools mails copy in the inbox.
15. Click save at the bottom.

You are all done now and your gapps e-mail will forward to your tccsa e-mail.

You can also when you wish turn this option off simply by going into your gapps email and into settings, then Forwarding and POP/IMAP tab and choose disable forwarding and then click save.

If in the future you want to forward again all you will need to do is go back to the settings in your gapps email and choose forward email and then click save.