Forwarding Your UH GMail to Another Email Account

It is important to receive the email that is sent to your UH account. However, if you have another email account that you check more frequently, you can forward your UH email to that account.

1. **Log in** to your MyUH account by going to http://myuh.hawaii.edu/

2. Click on the **GMail** icon.

3. Click on the **Settings** button (the cog) on the top right.

4. Click on the **Forwarding and POP/IMAP** tab.

5. Click on the **Add a Forwarding address** button.

6. In the small window that pops up, type in the address to which you want to forward your UH email.

7. Click on the “Forward a copy of incoming email to” radio button and then select the email address you just entered in the pop-up menu.

   In the second pop-up menu, you can also decide whether you also want to keep a copy of the email on your UH account or delete it once it is forwarded.