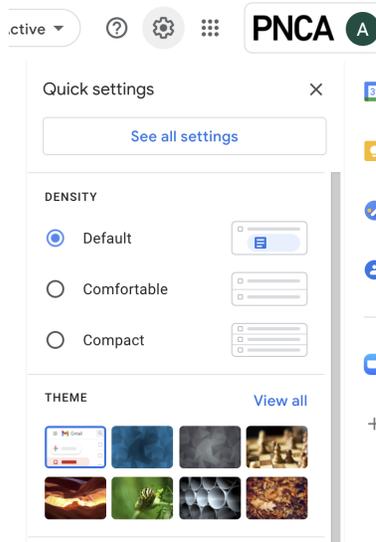


# Setting up GMail Forwarding

Once you have set up your Willamette Inbox, you can set up forwarding from your PNCA email account to your new inbox. Setting up forwarding will ensure that you do not miss a message and do not need to juggle two separate inboxes.

1. From your PNCA Inbox, click the Gear Icon towards the top right of your screen



2. Click “See all settings”
3. Select “Forwarding and POP/IMAP”



4. Click “Add forwarding address”



Tip: You can also forward only some of your mail by [creating a filter!](#)

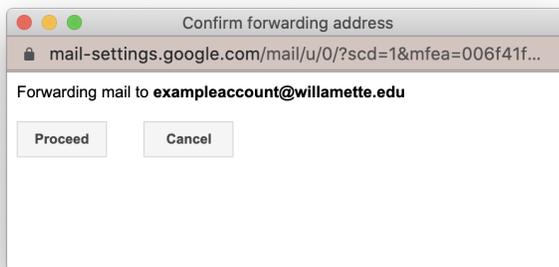
5. Type in your @willamette.edu email address and click “Next”

### Add a forwarding address ✕

Please enter a new forwarding email address:

Cancel Next

6. You will see a pop up window asking you to confirm forwarding, click “Proceed”



7. You will see a message letting you know that a confirmation code has been sent to your Willamette Account.

### Add a forwarding address ✕

A confirmation code has been sent to  
exampleaccount@willamette.edu to verify permission.

OK

8. In your Willamette Inbox, find your confirmation code. The Subject should look like this:

(#785532476) Pacific Northwest College of Art Forwarding Confirmation - Receive Mail from amigo1@pnca.edu Inbox x

9. Click the link to automatically forward mail to your address.

To allow [amigo1@pnca.edu](mailto:amigo1@pnca.edu) to automatically forward mail to your address, please click the link below to confirm the request:

[https://mail-settings.google.com/mail/vf-%5BANGjdJ9TfZq-SJL9ZCSSJy64ue40tr\\_IUupGOSypGSYFYQflBJ7sYTcnPnfRXK-pHkLbu8-XB9wjwFP4WB-bquD3jEA1Ec6kxCma9p0CRw%5D-kuTst\\_BK6e\\_cknGTgQ5Tj1PxOGg](https://mail-settings.google.com/mail/vf-%5BANGjdJ9TfZq-SJL9ZCSSJy64ue40tr_IUupGOSypGSYFYQflBJ7sYTcnPnfRXK-pHkLbu8-XB9wjwFP4WB-bquD3jEA1Ec6kxCma9p0CRw%5D-kuTst_BK6e_cknGTgQ5Tj1PxOGg)

10. Click “Confirm”

Please confirm forwarding mail of amigo1@pnca.edu to **csheridan@gtest.willamette.edu**.

Confirm

11. Once you click “Confirm” go to your PNCA Inbox > Click the “Gear” Icon > “See all Settings” > “Forwarding and POP/IMAP”. Make sure “Forward a copy of incoming mail to:” is selected

**Forwarding:**  
[Learn more](#)

Disable forwarding  
 Forward a copy of incoming mail to  and

Tip: You can also forward only some of your mail by [creating a filter!](#)

12. From the drop down menu, you can choose your PNCA’s inbox behavior when forwarding. PNCA Technology recommends leaving the default “keep Pacific Northwest College of Art Mail’s copy in the Inbox”

Forward a copy of incoming mail to  and

keep Pacific Northwest College of Art Mail's copy in the Inbox  
 mark Pacific Northwest College of Art Mail's copy as read  
 archive Pacific Northwest College of Art Mail's copy  
 delete Pacific Northwest College of Art Mail's copy

Tip: You can also forward only some of your mail by [creating a filter!](#)

13. Set up an autoresponder from your PNCA email address to let people know that you have a new @willamette.edu email address!

- From your PNCA Inbox, click the Gear Icon towards the top right of your screen
- Scroll down to Vacation Responder and select “Vacation Responder on” with a start date of when you plan to migrate your account. Uncheck “Last day” so it is kept indefinitely.
- Type in the following message:

[PNCA](#) has merged with [Willamette University](#), and I have a new email address. You can reach me at [\\_\\_\\_\\_@willamette.edu](#)

If you have any issues setting up mail forwarding or have any questions email [helpticket@pnca.edu](mailto:helpticket@pnca.edu)

\_Your Technology Team