

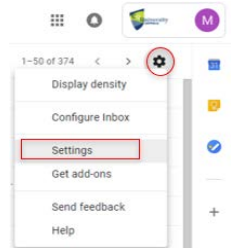
# FORWARD YOUR CQUNIVERSITY MAIL TO ANOTHER ACCOUNT



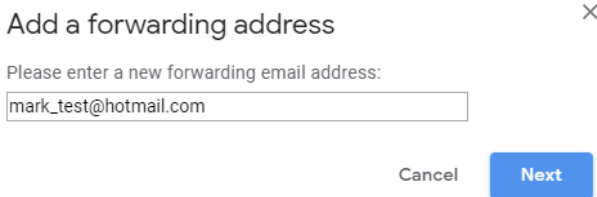
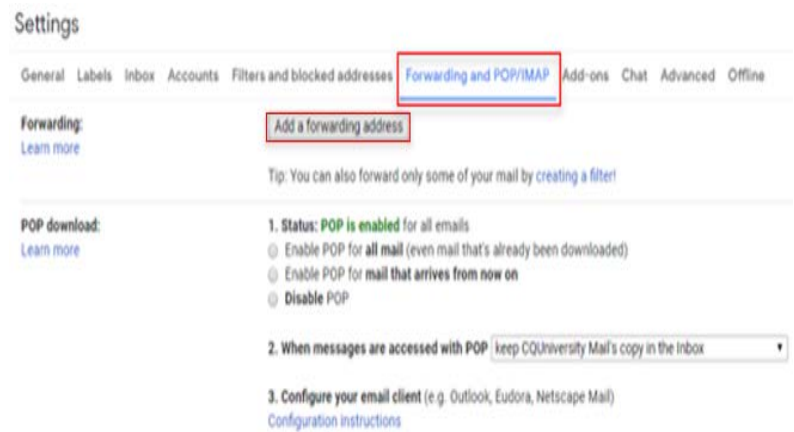
BE WHAT YOU WANT TO BE  
**cqu.edu.au**

This guide will provide instructions on how to forward your CQUniversity student email account to another account.

1. Log into Student Portal [sportal.cqu.edu.au](http://sportal.cqu.edu.au)
2. *Click* the mail icon, located in the top right-hand corner of the webpage to launch your student emails in Gmail.
3. *Click* the settings cog, located in the top right-hand corner and *click* **Settings** (pictured right).
4. *Click* the **Forwarding and POP/IMAP** tab, to forward your email address, *click* **Add a forwarding address** (pictured right).

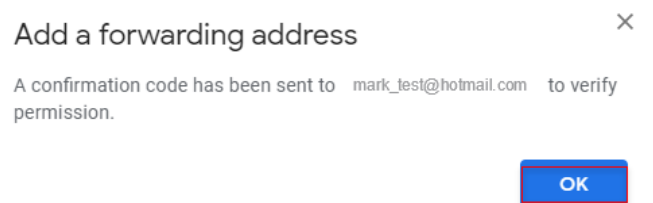


5. *Type* the email address that you wish to forward your CQUni emails to and *click* **Next** (pictured below).



6. A pop-up box will appear asking if you wish to proceed or cancel, *click* **Proceed**.

7. A pop-up box will appear stating that a confirmation code has been sent to your forwarding email, *click* **OK** (pictured right).



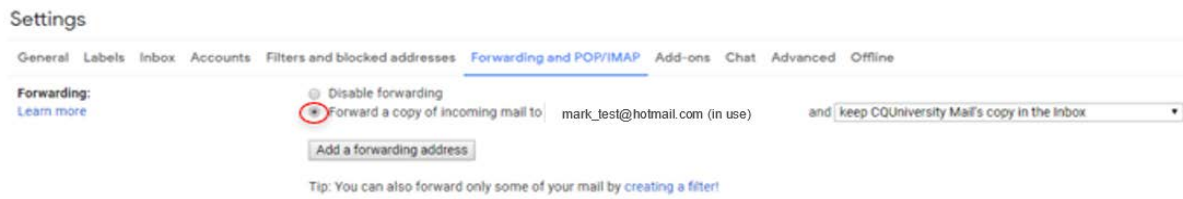
8. *Open* the email account that you have nominated to forward your emails to. You will have a 'CQUniversity Forwarding Confirmation' email sitting in your inbox. *Open* this email and *click* on the link within the email to confirm the request.

9. A new tab will open asking you to confirm mail forwarding, *click* **Confirm** (pictured below).

10. Close this tab and go back to the **Forwarding and POP/IMAP** tab. Refresh your webpage.



11. Click the **Forward a copy of incoming mail to** option (pictured below).



12. Change the drop down menu to select what you do with the mail in your CQUniversity Mail Inbox, if desired.
13. Scroll to the bottom of the page and click **Save Changes**.

To stop forwarding your CQUniversity student emails to another account, click **Disable forwarding** then click **Save Changes**.