This document was created to show you how to disable the forwarding you may have from your ISU email account to your Pharmacy email account and also how to setup the forwarding from your Pharmacy email account to your ISU email account.
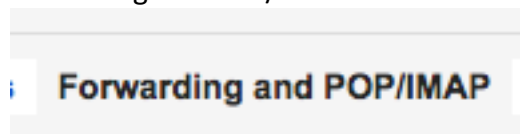
If you have not setup your ISU email to forward to your Pharmacy account you can skip Part 1.

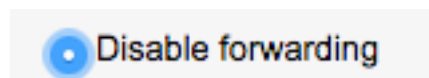Part 1 – Disabling forwarding from ISU email to Pharmacy email account.

- Log into your ISU email account
    - http://mail.google.com/a/isu.edu
- Click the Gear box on the right hand side
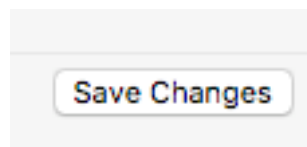- Select settings
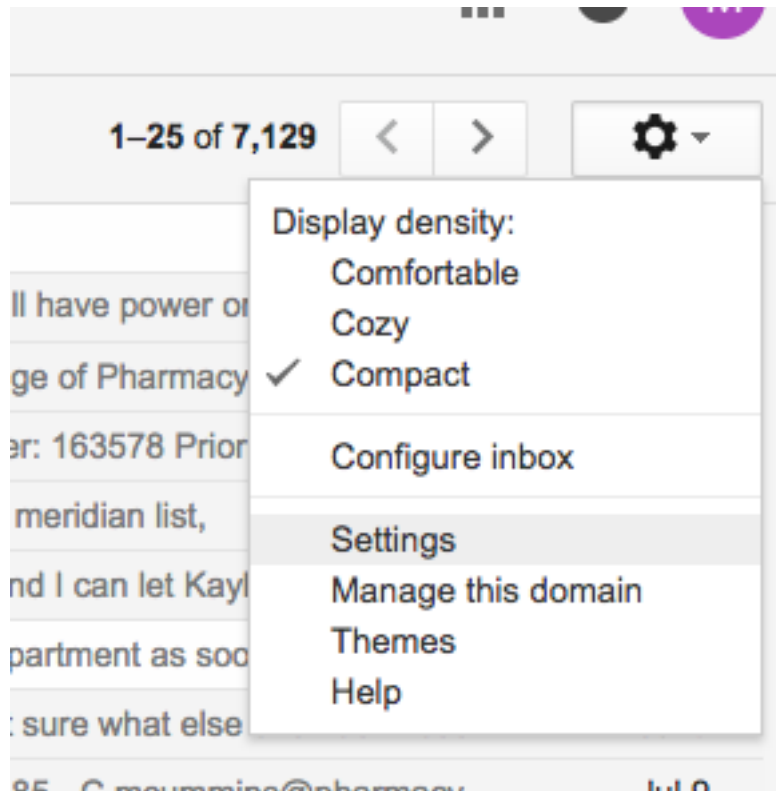
- Select Forwarding and POP/IMAP
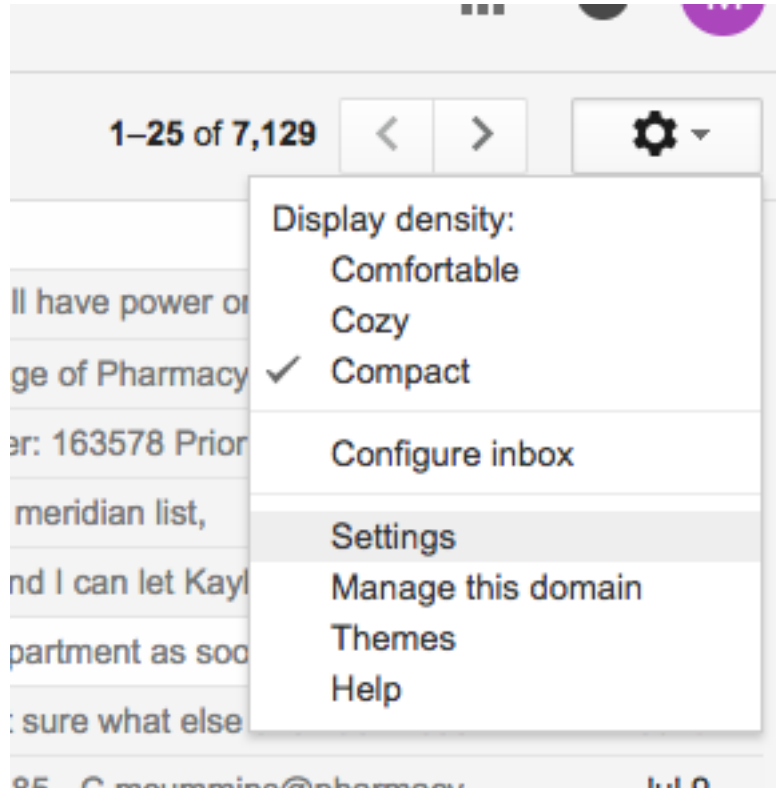

- Select Disable forwarding, if it is not selected

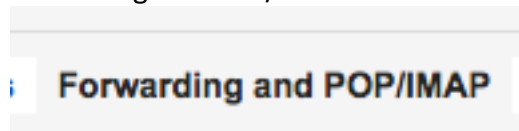- Select Save Changes at bottom of browser.

Part 2 – Setting your **Pharmacy** email to forward to your ISU email account.
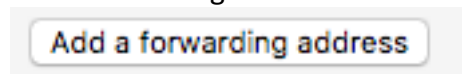
- Log into your **pharmacy** email using a browser
  - http://mail.pharmacy.isu.edu/
- Click the Gear box on the right hand side
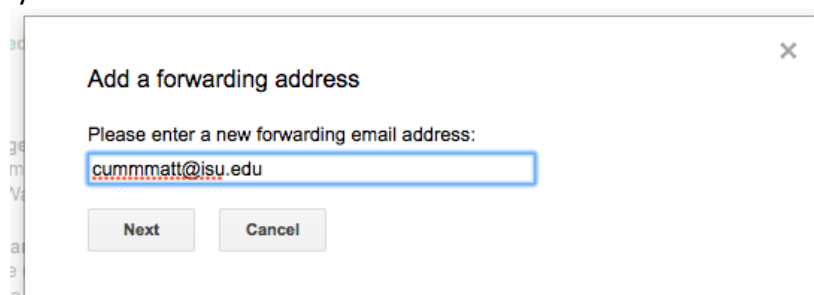- Select settings

- Select Forwarding and POP/IMAP

- Select Add a forwarding address

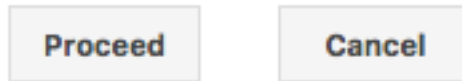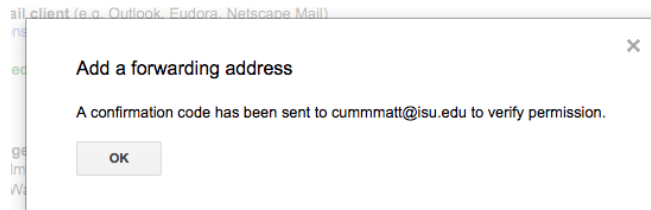- Type in your ISU email address

- Hit next

- Select Proceed

Forwarding mail to cummmatt@isu.edu

Proceed   Cancel

- Hit ok

Add a forwarding address

A confirmation code has been sent to cummmatt@isu.edu to verify permission.

OK

- Log into your ISU email with a browser
  - http://mail.google.com/a/isu.edu
- Open the message with **ISU College of Pharmacy Forwarding Confirmation** in the title
- Click the link confirming the request

To allow mcummins@pharmacy.isu.edu to automatically forward mail to your address,
please click the link below to confirm the request:

https://mail-settings.google.com/mail/vf-%5BANGjdJ-z2_yBwDj39gbt0Rq6djLywL27rJAzc6uaT-UXQpFO8_x4TVdkYZD3P85Ab9S0qt4Bt5b5laGVPEUv%5D-S0MGdZonpTh

- Select Confirm

Gmail **Confirmation**

Please confirm forwarding mail of mcummins@pharmacy.isu.edu to **cummmatt@isu.edu**.

Confirm

- Log back into your pharmacy email using a browser
  - http://mail.pharmacy.isu.edu/
- Click the Gear box on the right hand side
- Select settings
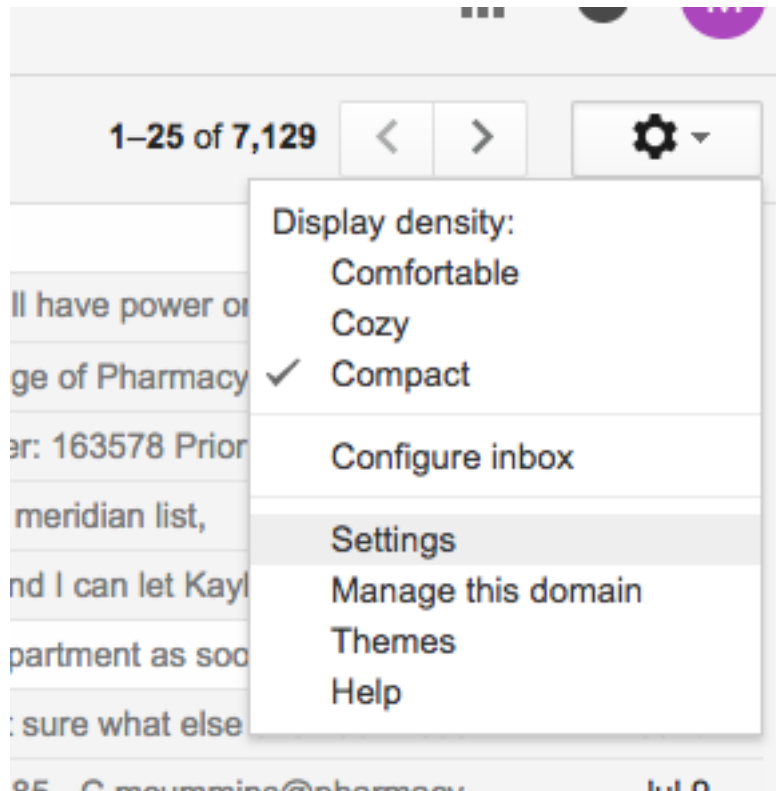
- Select General
- Select the radio button **Forward a copy of incoming mail to … and …**
  - Make sure your email address is select in the first drop down
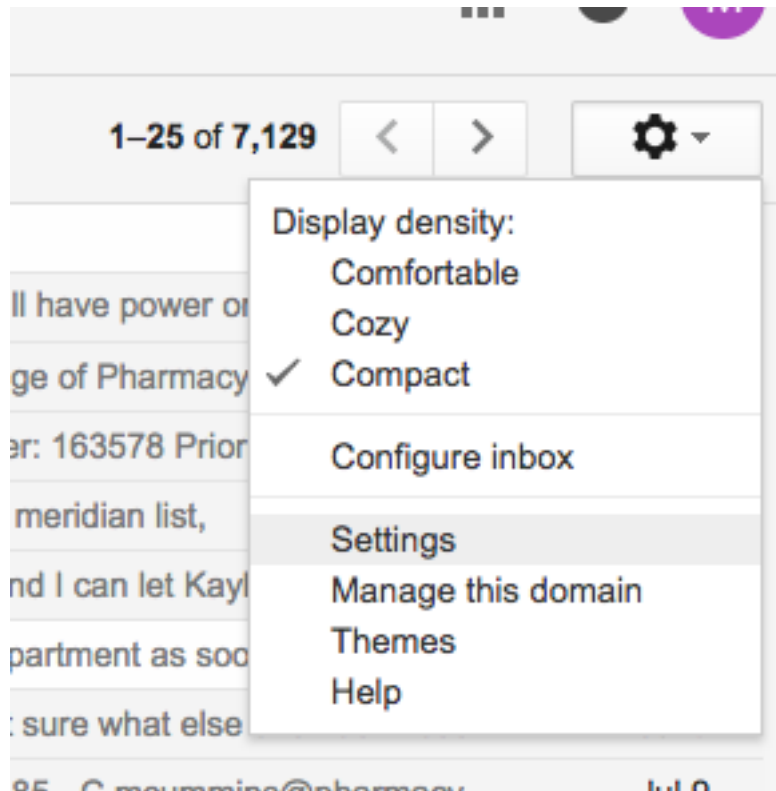 - Select mark ISU College of Pharmacy Mail's copy as read in the second drop down
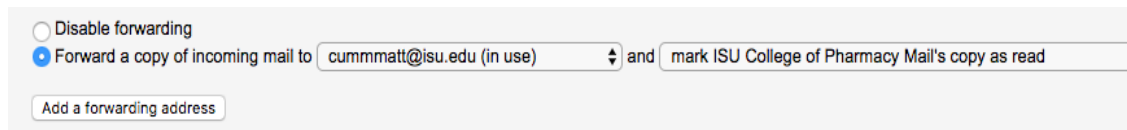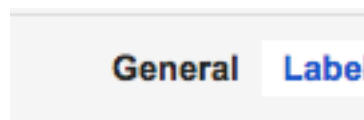

- Hit Save Changes on the bottom of the page.
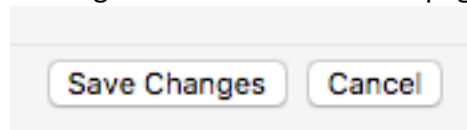
Part 3 – Setting a change of email message response in your pharmacy account.

- Log into your **pharmacy** email using a browser
  - http://mail.pharmacy.isu.edu/
- Select settings

- Hit the General Tab

- Scroll down to Vacation responder towards the bottom
- Select the **Vacation responder on** radio button
- Set **First day** to todays date
- Make sure **Last day** is **NOT** checked
- Set Subject to **Email Address Change**

- Set the message to the following, changing the email to your ISU email and the contact information to yours.

> "I wanted to inform you that I have changed my primary email address to **youremail@isu.edu**. Please update my contact information in your address book and direct your messages to my new email address.

Some mail programs allow you to instantly add my address by right clicking on my address in the 'From' line above.

Your messages are important to me, thanks for keeping my information up to date.

Sincerely,
First Last
ISU College of Pharmacy
youremail@isu.edu"

- Make sure the bottom check boxes are **NOT** checked

- Select Save Changes

This is the first step in the email transition. Go to the Export Contact/Filters document now.