How to Forward Your VCCS Email to Your Personal Email Account

Step 1: Login to myTyler using your username and password

Step 2: Select “Gmail” from the welcome page

Step 3: Enter into your Gmail account
Step 4: Select the wheel icon in the upper right-hand corner and select “Mail Settings”

Step 5: Select the “Forwarding and POP/IMAP” Tab

Step 6: Select “Add a forwarding address”

Step 7: Enter new forwarding email address and click “Next”
Step 8: Confirm forwarding address and select “Proceed”

Step 9: You will be instructed that a confirmation code has been sent to your email address

Step 10: You will receive an e-mail in your personal e-mail account with the confirmation number
Step 11: Enter confirmation number and click “Verify”

Step 12: You will receive a confirmation message

Step 13: To begin forwarding your VCCS email select “Forward a copy of incoming to” and select the correct e-mail address, then select how you would like your emails maintained.