

# 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**

VCCS | JOHN TYLER COMMUNITY COLLEGE

Welcome [User Name]

**My Tools**

- Blackboard
- VCCS SIS: Student Information System
- VCCS HR: Human Resource System
- VCCS AIS: Administrative Information System
- Gmail ( [User Name] )
- Library Services
- Virginia Education Wizard
- COMPASS Test Info

View My Information

Change My Password

**Step 3: Enter into your Gmail account**

Mail Calendar Documents Sites Groups Contacts More

ses2367@email.vccs.edu

Virginia's Community Colleges

Mail

1-2 of 2

COMPOSE

Rotten Tomatoes: Movies - 85% The Hunger Games - 1 hour ago

Google Buzz - Important Information about Google Buzz Class Action Settlement - Google rarely contacts Gmail users via email, but we are making an 11/2/10

Virginia's Community Col. - Dell PC Purchase Announcement - Are you looking for a computer this holiday season? Do you want to save some money and help prov... 12/19/09

0% full Using 0 MB of your 25600 MB

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Last account activity: 24 minutes ago

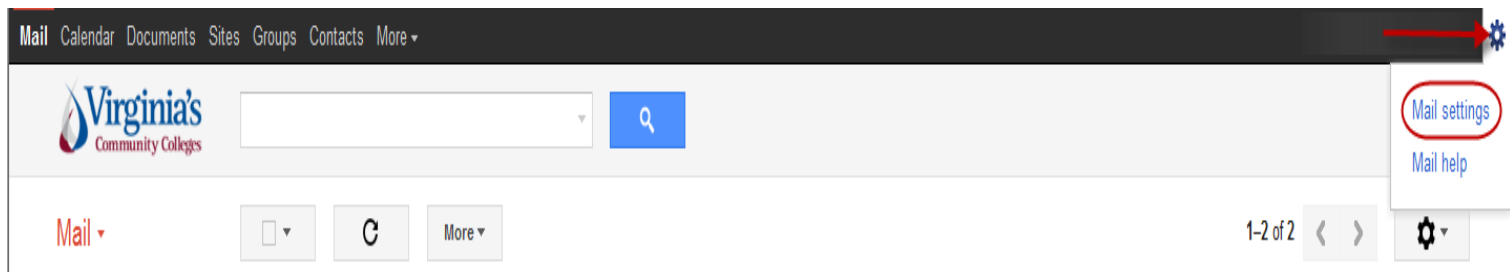
Powered by Google

Search people...

Set status here

Call phone student

**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**

Settings

General Labels Accounts Filters **Forwarding and POP/IMAP** Chat Web Clips Labs Inbox Themes

**Step 6: Select “Add a forwarding address”**

Settings

General Labels Accounts Filters **Forwarding and POP/IMAP** Chat Web Clips Labs Inbox

Forwarding:  
[Learn more](#)

- Disable forwarding
- Forward a copy of incoming mail to

**Add a forwarding address**

**Step 7: Enter new forwarding email address and click “Next”**

Accounts Filters **Forwarding and POP/IMAP** Chat Web Clips Labs Inbox Themes

Add a forwarding address

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

**Add a forwarding address**

Please enter a new forwarding email address:

**Next**

Cancel

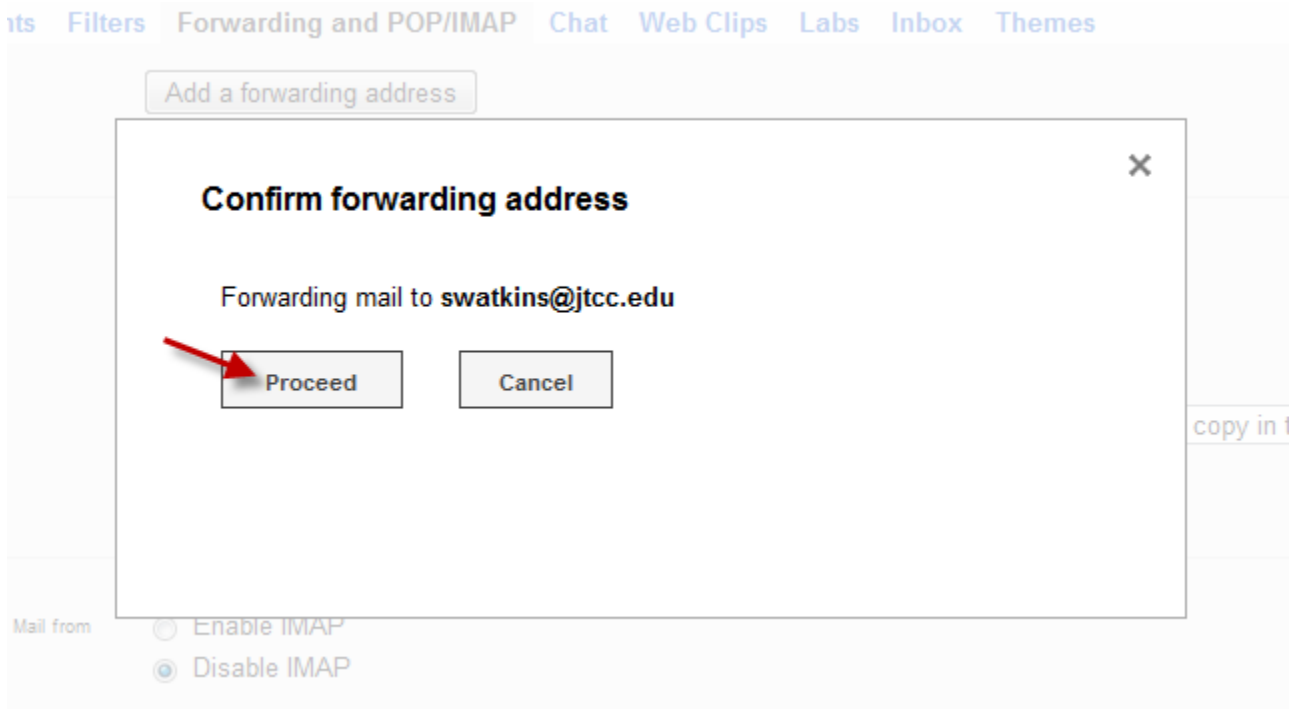


Status: IMAP is disabled

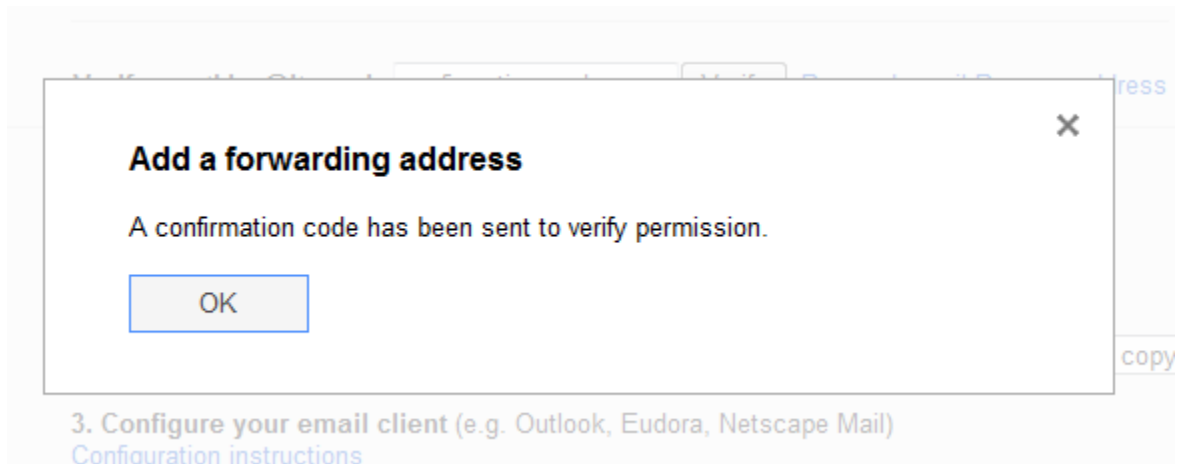
Enable IMAP

Disable IMAP

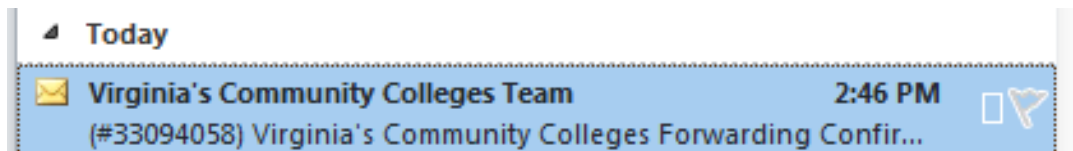
**Step 8: Confirm forwarding address and select “Proceed”**



**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"

### Settings

General Labels Accounts Filters Forwarding and POP/IMAP Chat Web Clips Labs Inbox Themes

Forwarding:  
[Learn more](#)

Disable forwarding

Forward a copy of incoming mail to  and

Verify    [Re-send email](#) [Remove address](#)

## Step 12: You will receive a confirmation message

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Mail ▾ Settings

You have verified the forwarding address @yahoo.com.

COMPOSE

Inbox

Starred

Important

Sent Mail

General Labels Accounts Filters Forwarding and POP/IMAP Chat Web Clips Labs Inbox Themes

Forwarding:  
[Learn more](#)

Disable forwarding

Forward a copy of incoming mail to  and

## 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.

### Settings

General Labels Accounts Filters Forwarding and POP/IMAP Chat Web Clips Labs Inbox Themes

Forwarding:  
[Learn more](#)

Disable forwarding

Forward a copy of incoming mail to  and

mark Virginia's Community Colleges Mail's copy as read

archive Virginia's Community Colleges Mail's copy

delete Virginia's Community Colleges Mail's copy

Tip: you can also forward only some of your mail by creating a filter.