Mail Forwarding and Delegating with Gmail

FORWARDING: If you have multiple email addresses and wish to read all your emails from a single email account, you can forward emails from other Google accounts to your own.

Turn on automatic forwarding:

1. Log in to your school's generic Gmail account.
   (Contact website.support@ocdsb.ca if you don't know your log in information)

2. In the top right, click **Settings** ⚙.

3. Select **Settings** from the drop-down list.

4. Click the **Forwarding and POP/IMAP tab**.

5. In the "Forwarding" section, click **Add a forwarding address**.

6. Enter the email address you want to forward messages to.

7. Click **Next** > **Proceed** > **OK**.

8. Click the verification link in the message that appears.

9. Go back to the settings page and refresh your browser.

10. Select **Forward a copy of incoming mail to**.

11. Choose what you want to happen with the Gmail copy of your emails.
    (We recommend **Keep Gmail's copy in the Inbox**.)

12. At the bottom of the page, click **Save Changes**.

DELEGATING: Google Mail allows you to access another account so that you can then read, send, respond to, and delete its email messages.

To grant access:

1. Log in to your school's generic Gmail account.
   (Contact website.support@ocdsb.ca if you don't know your log in information.)

2. In the top right, click **Settings** ⚙.

3. Select **Settings** from the drop-down list

4. Click the **Accounts** tab.

5. Under "Grant access to your account," click "Add another account." (You can also determine in this section whether you would like conversations to be marked as read or unread when they are opened by the individual you are granting access to).

6. Type the email address of the delegate into the "Email address" field > Click **Next Step**.

7. Click "Send email to grant access."

Once you have completed these steps and sent the verification email, the person you delegated your email to will need to log in to his or her own Google Mail account, open the confirmation email, and then click the acceptance link.

Once an email account has been delegated to you (or once you have been granted access), you can begin accessing that account from your own account. To do so, complete the following steps:

1. Log in to your Google Mail account.

2. Click your account photo or the circle with your first initial in it (located in the upper-right corner of the page).

3. From the drop-down menu, select the desired delegated account. A new window or tab will open displaying the delegated account.

From the new window or tab that appears, you can manage the delegated account's email like you would manage your own email.

Note:

When you send an email from a delegated account, the email will be listed as sent by that individual when a recipient sees it in his or her inbox. However, when recipients open the message, they will be able to see that you sent the message on the individual's behalf (your email address will be listed in parentheses along with "sent by" next to the delegator's name).