

How to Set Up Email Forwarding

Log in to the *@stfrancisprep.org* account.

- Go into Mail.
- There is a small "gear" shaped icon in the upper right of the screen; these are your Settings.
- Click on the small triangle to the right of the Settings icon.
- A small drop down window appears; select "Settings".
- Click on "Forwarding and POP/IMAP".
- Click on "Add a Forwarding Address".
- Enter the mail address you want emails to forward to, and click "Next".
- Click "Proceed"

When you are done, an email will be sent to the account designated as the account that emails will be forwarded to, verifying that emails will be forwarded there.