How to Forward Your CGU Email to a Personal Email Account
For users of mymail.student.cgu.edu

1. After logging into your CGU email account, click on the link labeled “Options”, located near the top right corner of the web page.

2. On the new web page, click on the shortcut labeled “Forward your email”, located on the right hand side of the web page.

3. On the next web page, click on the button labeled “New”. Do not click on or near the arrow that is to the right of “New”.

A new window will appear.
4. Click on the link labeled “More Options”, located about halfway down the left side of the new window.

5. Click on the first downward facing arrow, located next to “When the message arrives”. Click on “Apply to all messages” from the list that appears.

6. Click on the next downward facing arrow, which is located next to “Do the following”. Then click on the right facing arrow next to “Forward, redirect, or send”. Click on “Forward the message to” from the list that appears.
7. At the bottom of the new window that appears, in the box labeled “To”, type the email address to which you would like your CGU emails to be sent.

Then click on the “OK” button, located near the bottom right corner of the window.

8. You should now see your destination email address in the current window.

If you do NOT plan on logging into CGU email account for a while, then click on the “Add Action” button, located under the box with the text “Forward the message to”.

9. Click on the new downward facing arrow.

Then click on the right facing arrow next to “Move, copy or delete”.

Click on “Delete the message” from the list that appears.

*** This will delete your email messages from your CGU email account after the message has been forwarded to your personal email account, and will keep your CGU email box from getting full.

*** If you do NOT activate this option, then please log into your CGU email account on a regular basis, and clear out your email box so that it does not get full. Don’t forget to empty the deleted items folder.
10. At the bottom of the window, type a name for this rule in the box labeled “Name of rule”.

Then click on the “Save” button.

11. You may get a warning message about your new rule being applied to all messages. Just click on “Yes”.

12. When you are finished with creating your rule, just click on the link labeled “My Mail”, located near the top right corner of the web page.

If you ever want to delete this rule, just come back to this web page. Then click in the box next to your rule so a green check appears in the box. Then click on the “X” to delete the rule.