# How to Forward Your Gmail Email to a Different Email Account

If you would like to forward your college Gmail to another email account, please do the following:

**Step 1.** Go to Inside Portal:

a. [**http://inside.bakersfieldcollege.edu**](http://inside.bakersfieldcollege.edu/)   
b. [**http://inside.cerrocoso.edu**](http://inside.cerrocoso.edu/)   
c. [**http://inside.portervillecollege.edu**](http://inside.portervillecollege.edu/)

**Step 2.** Enter your college-assigned email address and password.

**Step 3.** Click the login button.

**Step 4.** Click on the Email icon (looks like an envelope with an M on it) located in the upper right corner and this will sign you into your college assigned Gmail account.

**Step 5.** Click on the Options Icon located in the upper right corner then click on the Forwarding and POP/IMAP tab.

**Step 6.** In the Forwarding section, click on the 'Add forwarding address’ button.

**Step 7.** Enter the email address to which you'd like your messages forwarded.

**Step 8.** For your security, we'll send a verification to that email address.

**Step 9.** Open your forwarding email account, and find the confirmation message from the Gmail team.

**Step 10.** Click the verification link in that email.

**Step 11.** Back in your Gmail account, enter the Confirmation Code located in the confirmation email message and click on the “Verify” button.

**Step 12.** Select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.