Managing Mail Forwarding Settings in Google Apps

1. Logon to the myUTMartin portal. This step will synchronize your password to Google Apps. (Go to www.utm.edu, fill in your username and password in the myUTMartin form, and click login.)

2. Go to the Google Apps login page. There are several ways to do this, but going to mail.ut.utm.edu in the web browser is the easiest.

3. Put your username and password in the login form and click Login.

4. If this is the first time that you have logged into your Google Apps account, you will be presented with a Google Terms of Service page. You will need to type in the Captcha Code shown on the page and click on the button to accept the terms. (A captcha code is a series of letters or numbers that are used to verify that the form is being submitted by a human rather than an automated system.)

5. You should now be logged into your Google Apps mailbox. To verify that your forwarding is set correctly, begin by clicking on Settings.
6. Click on the Forwarding and POP/IMAP.

7. Verify that the forwarding is enabled and set to your email address. By default, copies of forwarded messages are kept in the Google mailbox. You may choose to delete or archive instead. If you would prefer to not forward the messages automatically, you can disable that feature. If you do that, be sure to check your Google Apps mail frequently since students may try to send to that mailbox. Be sure to click on the Save Changes button if you change any of the settings.