
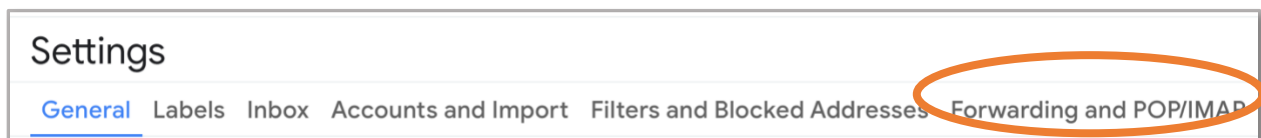


# FRANKFORT CENTER

FOR LEARNING & SCHOLARLY TECHNOLOGIES

## Forward Huntersoe.org Gmail to your MyHunter Account

1. On your computer, open [Gmail](#) using your Huntersoe.org account.
2. In the top right, click the settings icon. 
3. Click **Settings**.
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. A verification message will be sent to that address. Click the verification link in that message.
9. Go back to the settings page in your Huntersoe.org Gmail account, and refresh your browser.
10. Click the **Forwarding and POP/IMAP** tab.
11. In the "Forwarding" section, select **Forward a copy of incoming mail to**.
12. Choose what you want to happen with the Gmail copy of your emails. We recommend "Keep Hunter College, School of Education Mail's copy in the Inbox."
13. At the bottom of the page, click **Save Changes**.

For additional assistance please contact the Frankfort Center, or stop by in 613 East.

[soehelp@hunter.cuny.edu](mailto:soehelp@hunter.cuny.edu) | [education.hunter.cuny.edu/Frankfort](http://education.hunter.cuny.edu/Frankfort) | 212-650-3134