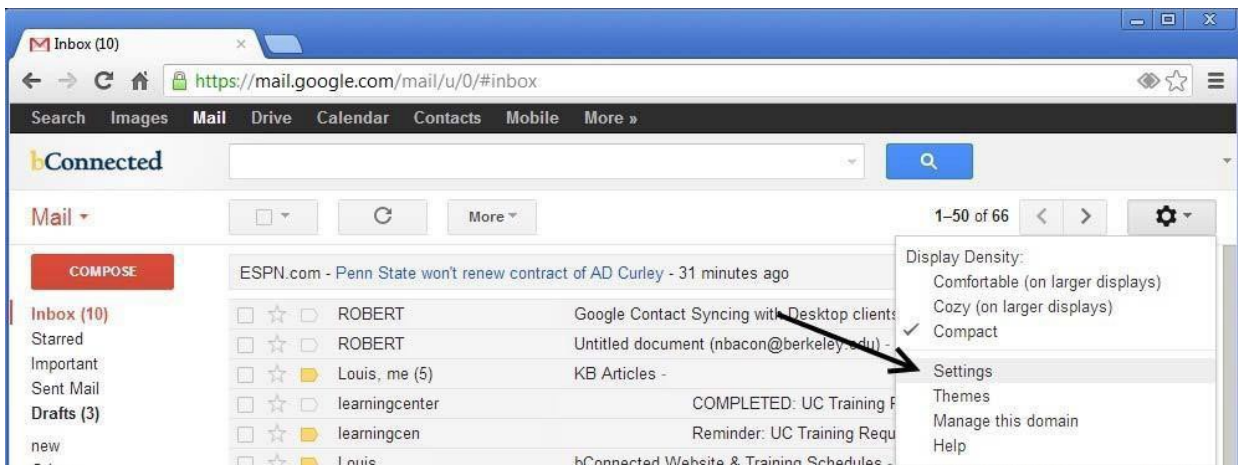
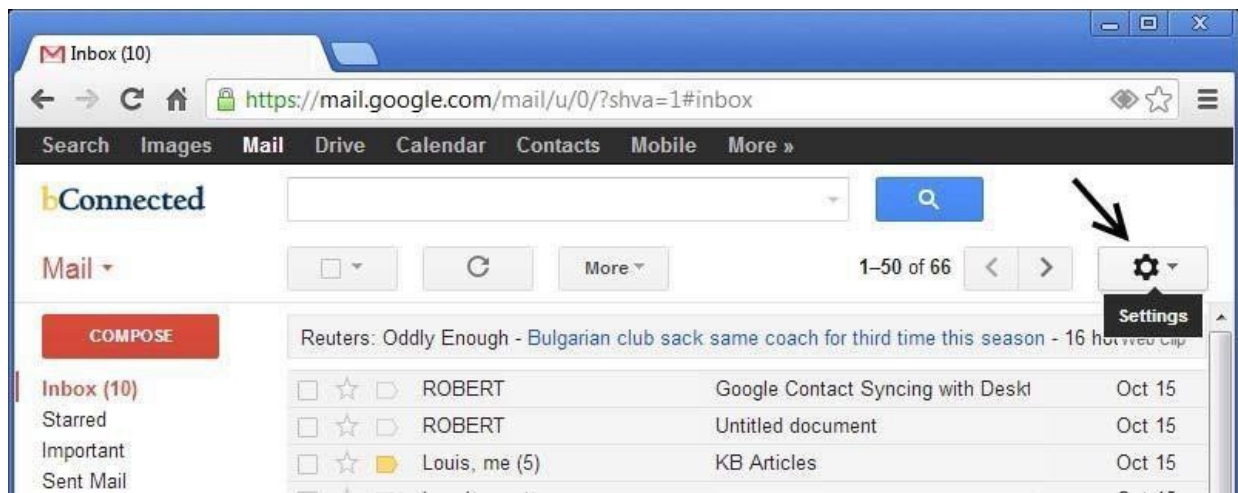


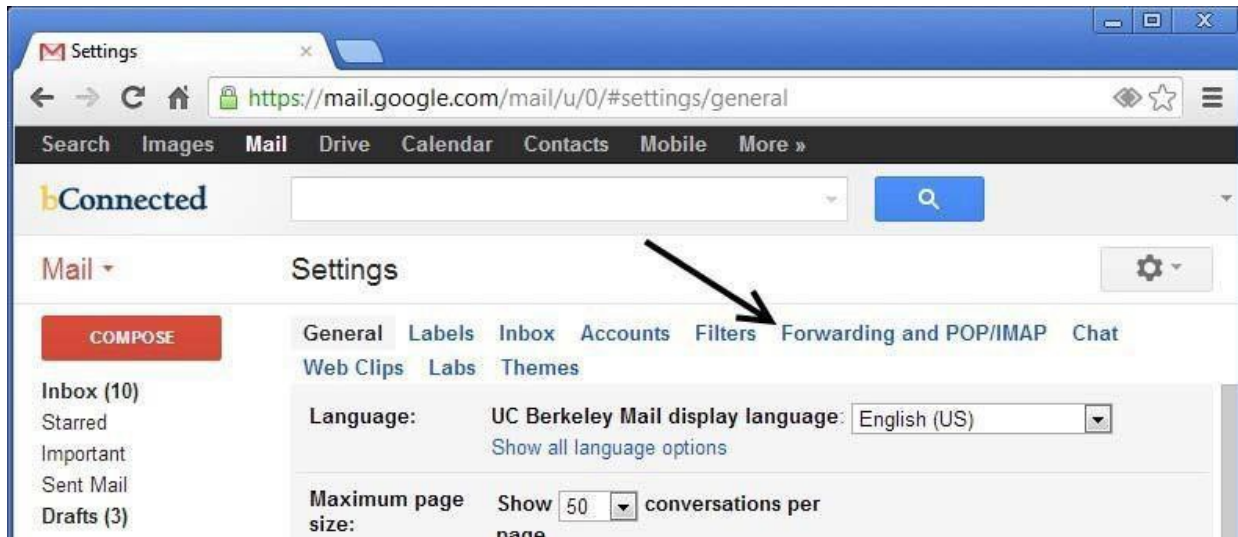
How do I Set Up a Forwarding in bMail?

Step	Procedure
1	<p>Log into your bMail. (Alumni can also access their bMail through the Cal Alumni Network)</p> <p>Click on the Gear icon in the upper right hand corner, and from the ensuing options, choose Settings.</p>



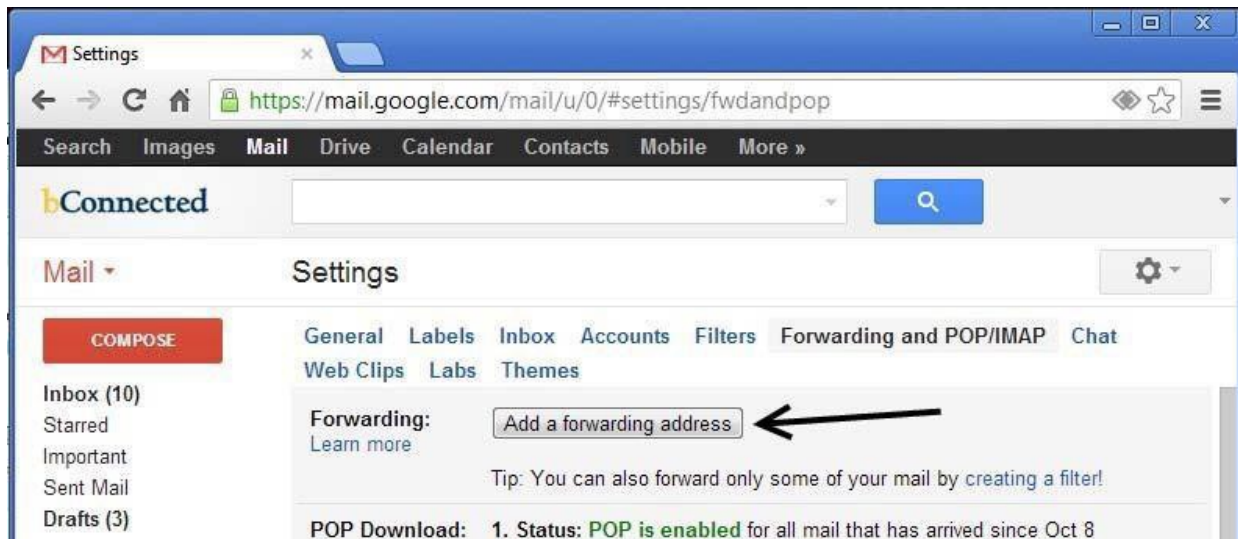
Step	Procedure
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2	Select the Forwarding and POP/IMAP tab.
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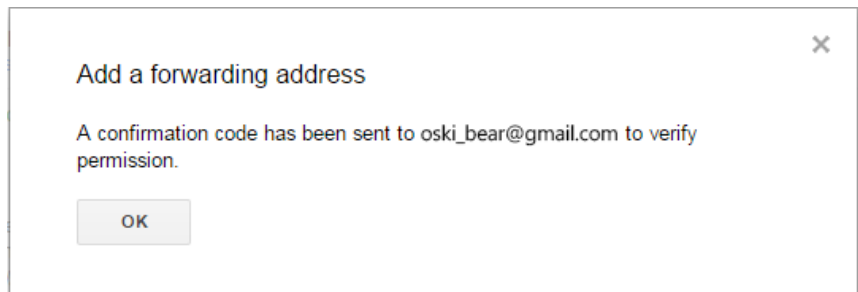
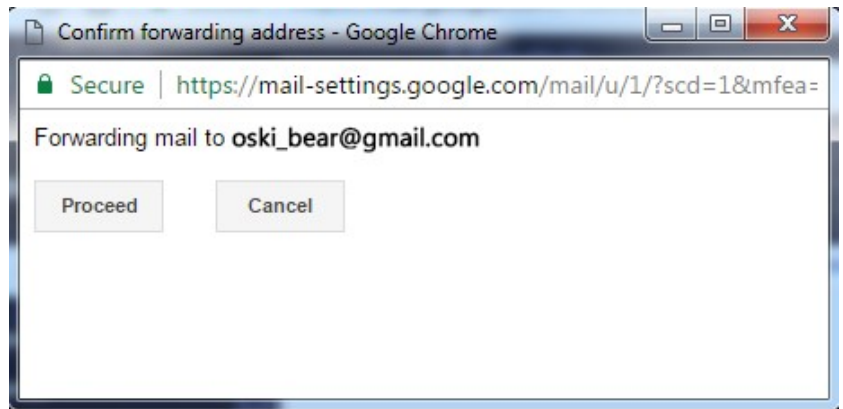
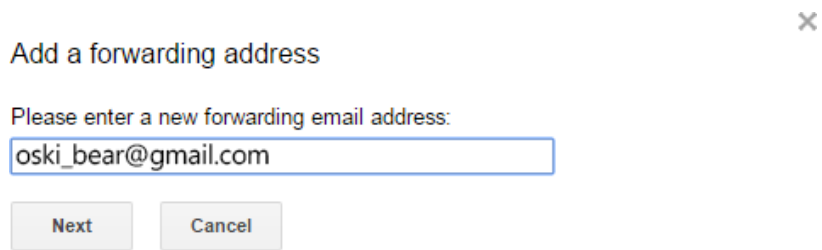


Step	Procedure
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3	In the Forwarding: section, click on the Add a forwarding address button.
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Step	Procedure
4	<p>Enter the personal address you would like your bMail to forward to and click Next.</p> <p>When asked to confirm this address, click Proceed.</p> <p>You will receive a notification that a confirmation code has been sent to your personal inbox.</p>



Step	Procedure
5	<p>Look out for the confirmation email in your personal inbox. It will look like the sample email below.</p> <p>Click on the link to confirm the request.</p>

(#834165184) UC Berkeley Forwarding Confirmation - Receive Mail from oski_bear@berkeley.edu Inbox x

 **UC Berkeley Team** <forwarding-noreply@google.com> 11:00 AM (0 minutes ago) ☆
to me ▾

oski_bear@berkeley.edu has requested to automatically forward mail to your email address oski_bear@gmail.com
Confirmation code: 8341651

To allow oski_bear@berkeley.edu to automatically forward mail to your address, please click the link below to confirm the request:

https://mail-settings.google.com/mail/vf-%5BANGjdJ9BZFLrMpykKLONJ_PbCmgEA9x70kjMszjUehQUplDsxjzkQ604uEZiHV%5D-XPqCRJnY

If you click the link and it appears to be broken, please copy and paste it into a new browser window. If you aren't able to access the link, you can send the confirmation code 834165184 to oski_bear@berkeley.edu.

Thanks for using UC Berkeley!

Sincerely,

The UC Berkeley Team

Step	Procedure
6	<p>Once you've confirmed, go back to your bMail Gear icon > Settings > Forwarding and POP/IMAP tab.</p> <p>Your personal email address should now be an option under Forward a copy of incoming mail to. Click on the radio button to enable forwarding.</p> <p>Now go to the bottom of the page to click Save Changes, and forwarding should be active.</p>

[Filters and Blocked Addresses](#) **Forwarding and POP/IMAP** [Chat](#) [Labs](#) [Offline](#) [Themes](#)

Disable forwarding
 Forward a copy of incoming mail to and

Folder Size Limits

- Do not limit the number of messages in an IMAP folder (default)
- Limit IMAP folders to contain no more than this many messages

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)