# HOWDY!

To ensure you are receiving COM communications, we encourage all COM students to forward all TAMU emails to your exchange.tamu.edu inbox. Please follow the instructions below to forward your TAMU email accounts:

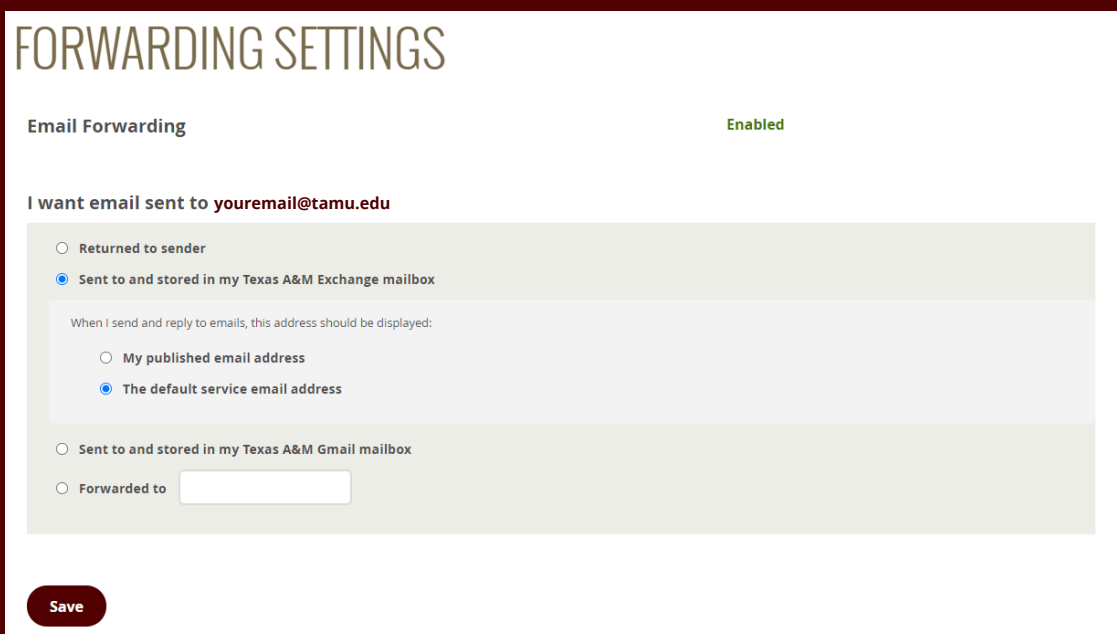## Forwarding your @tamu.edu email address:

1. Go to gateway.tamu.edu

2. Log in with your Net ID and password
3. Click on **Email Settings**
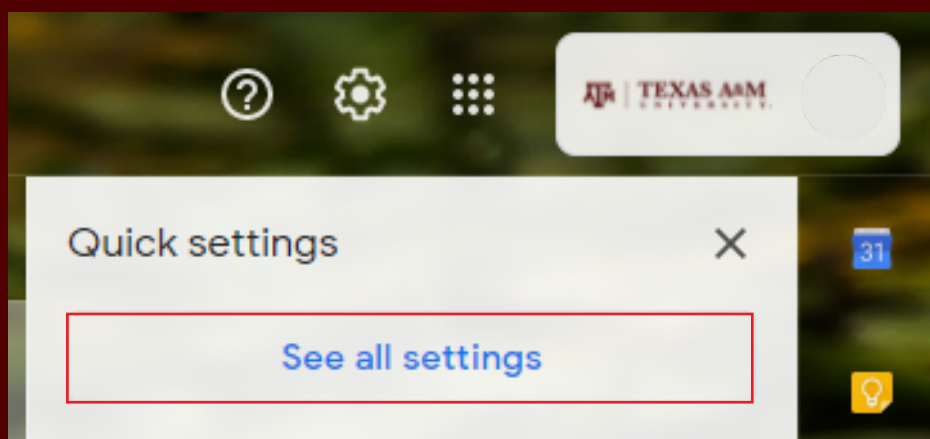4. Scroll down to **Forward Settings** and click **Edit**
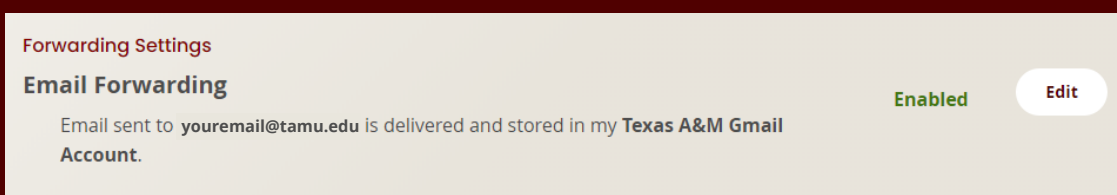
5. Select the option **Sent and Stored in my Texas A&M Exchange Mailbox**

6. Click **Save**

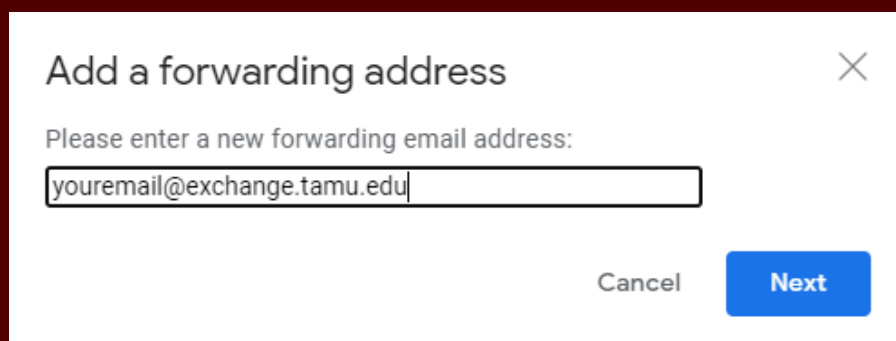## Next, you will need to forward your @email.tamu.edu email address:

1. Go to email.tamu.edu
2. Click on **Log in to Gmail**
3. Click the **gear icon** in the upper right corner
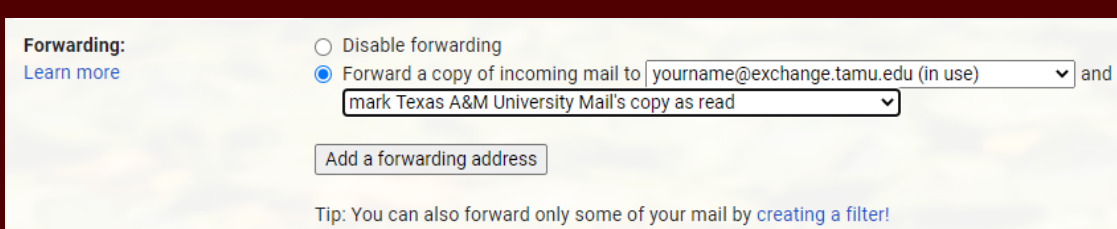4. Click on **See All Settings**

5. Click on **Forwarding and POP/IMAP**

6. Add a **Forwarding Address**
7. Enter your **exchange.tamu.edu** email address

8. Click **Next**
9. Click **Proceed**
10. Click **OK**
11. Select **Forward a Copy of Incoming Mail** to and verify your **exchange.tamu.edu** address is selected

12. Choose to either **keep, mark it as read, archive,** or to **delete it** from your Texas A&M Gmail
13. Click **Save Changes**

To access your @exchange.tamu.edu email address:

1. Go to exchange.tamu.edu
2. Log in with your Net ID and Password
NOTE: The exchange.tamu.edu inbox is the approved inbox for all COM communications due to being both FERPA and HIPAA compliant