# 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

Aggie Account Gater



# Log in with your Net ID and password Click on Email Settings Scroll down to Forward Settings and click Edit

Forwarding Settings Email Forwarding Email sent to youremail@tamu.edu is delivered and stored in m Account.	iy Texas A&M Gmail	Enabled	Edit
5. Select the option <b>Sent and Stored in my Texas A</b>	&M Exchange Mailbox	X	
FORWARDING SETTINGS			
Email Forwarding	Enabled		
l want email sent to youremail@tamu.edu			
<ul> <li>Returned to sender</li> <li>Sent to and stored in my Texas A&amp;M Exchange mailbox</li> </ul>			
When I send and reply to emails, this address should be displayed: O My published email address O The default service email address			
Sent to and stored in my Texas A&M Gmail mailbox     Forwarded to			
Save			
6. Click <b>Save</b>			

## 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

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Quick set	tings		×	31	
	See all s	ettings			

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

General Labels Inbox	Accounts and Import	Filters and Blocked Addresses	Forwarding and POP/IMAP	Add-ons	Chat and Meet	Advanced	Offline

#### 6. Add a Forwarding Address

7. Enter your exchange.tamu.edu email address

/	Add a forwarding address	$\times$		
F	Please enter a new forwarding email address:			
(	youremail@exchange.tamu.edu			
	Cancel	Next		
8. Click <b>Next</b> 9. Click <b>Proce</b> 10. Click <b>OK</b> 11. Select <b>For</b>	eed ward a Copy of Incoming Mail to and verify your excha	nge.tamu.edu ad	dress is selected	
Forwarding: Learn more	<ul> <li>Disable forwarding</li> <li>Forward a copy of incoming mail to yourname@exchanding</li> <li>Mark Texas A&amp;M University Mail's copy as read</li> <li>Add a forwarding address</li> <li>Tip: You can also forward only some of your mail by creating</li> </ul>	ge.tamu.edu (in use)	✓ and	
12. Choose to either <b>keep, mark it as read, archive,</b> or to <b>delete it</b> from your Texas A&M Gmail 13. Click <b>Save Changes</b>				

#### 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

