Forward Blackboard Emails to a Personal Email Account
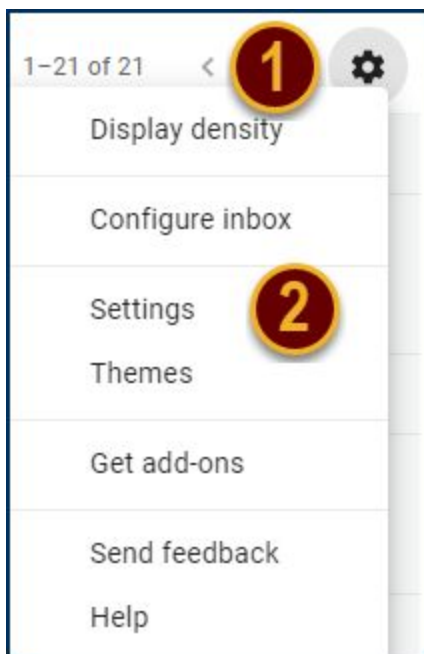
Overview

This tutorial will explain how to **Forward Blackboard Emails** to a **Personal Email Account**.

Quick Steps

Settings > Add Forwarding Address > Determine Winthrop Mail Action > Filter

Step 1

Log in to your Winthrop University Gmail account and click the *Settings* (gear icon) [1] in the upper right corner. From the list of options, click *Settings* [2].

Step 2

Click the *Forwarding and POP/IMAP* [3] tab. Under the *Forwarding* [4] section, click the *Add a forwarding address* [5] button.

Settings   **3**

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

Forwarding: **4**   Add a forwarding address **5**
Learn more
                    Tip: You can also forward only some of your mail by creating a filter!

Enter the email address for which messages should be delivered then click the *Next* button.

Add a forwarding address ✕

Please enter a new forwarding email address:

[   ]

   Cancel   **Next**
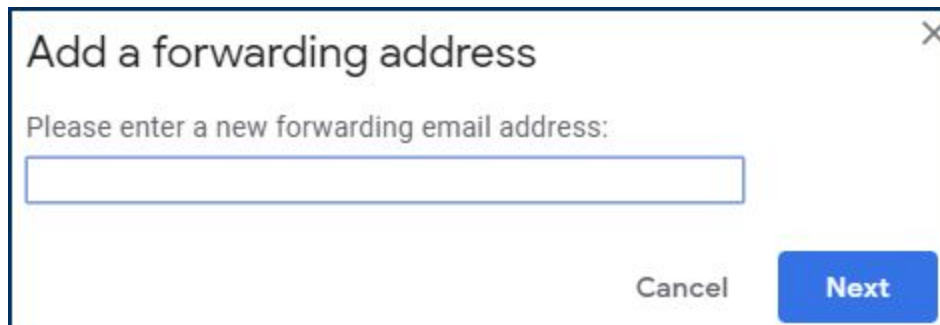
Click the *Proceed* button.

Proceed

A pop-up box indicating a confirmation code for verification was sent to the email address that was entered is displayed. Click the *OK* button.

OK

From the verification email, click on the verification link to confirm the request. Click the *Confirm* button.

Confirm

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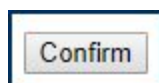
Step 3

Go back to Settings [1] [2] for the Gmail account to forward messages from and refresh the browser. Click the *Forwarding and POP/IMAP* [3] tab.

Select "Forward a copy of incoming mail to…" and, from the dropdown, determine what should happen to the Gmail copy of the emails. It is recommended to keep Gmail's copy in the Inbox.

Forwarding: Learn more	○ Disable forwarding ● Forward a copy of incoming mail to

	keep Winthrop University Mail's copy in the Inbox ▼

Scroll to the bottom of the page and click the *Save Changes* button.

Save Changes
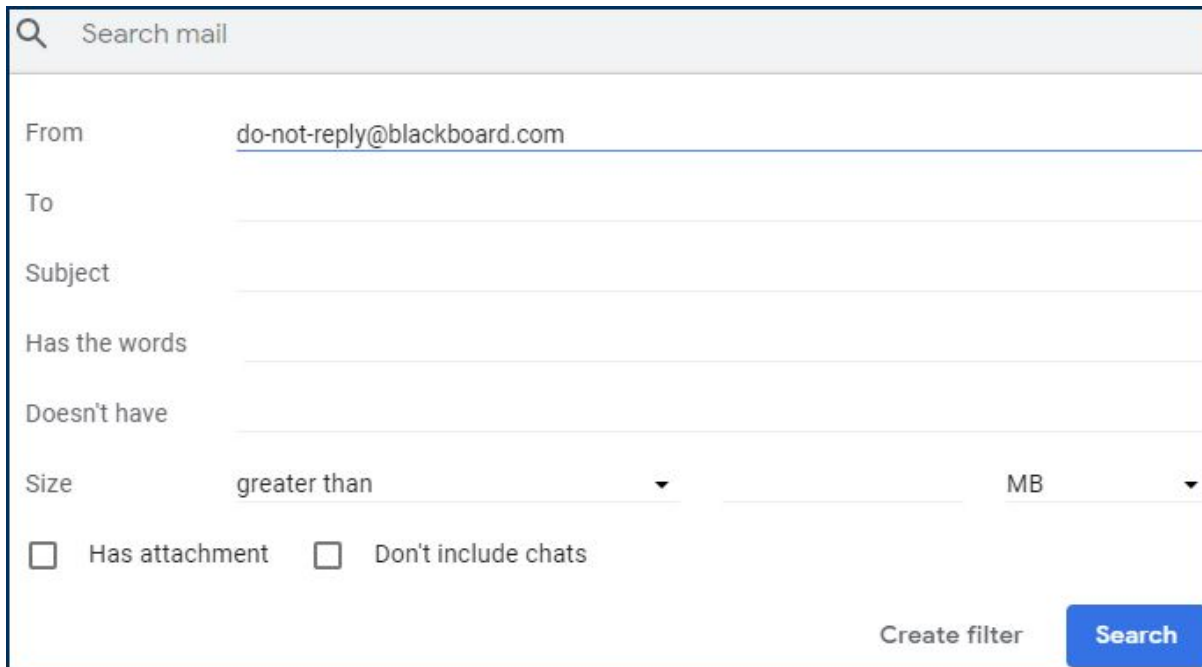
! *Email messages currently in the Inbox will not be forwarded.*

Step 4

To forward only certain messages, go to Settings [1] [2] and click on the *Forwarding and POP/IMAP* [3] tab. Under the *Forwarding section,* click *creating a filter!* next to the tip.

Tip: You can also forward only some of your mail by creating a filter!

In the From field, enter do-not-reply@blackboard.com then click the *Create filter* button.
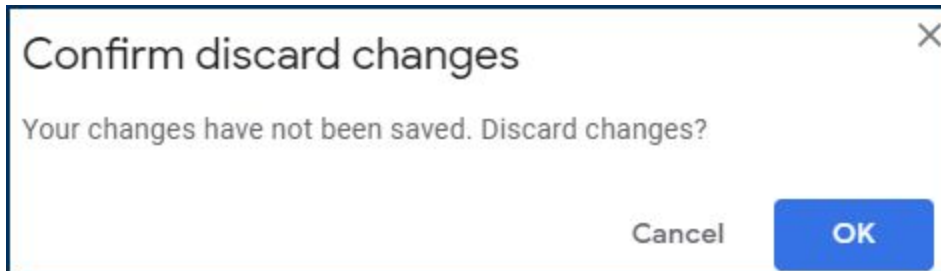
If a *Confirm discard changes* box displays, click the *OK* button.

Click the "Forward it to:" option and select an email address from the *Choose an address…* dropdown then click the *Create filter* button.