Forwarding Google E-Mail using WaveLink

Please consider the environment before printing this document
Accessing WaveLink

• Each user will be given a User Name and Password for accessing both Outlook and Wavelink
  – In the future, the same User Name will be used to access other LMC applications such as BlackBoard and Banner

• A quick way to access WaveLink is to enter the following web address into a browser:
  http://wavelink.lakemichigancollege.edu

• Another way is to follow the links on the Lake Michigan College web site
Accessing Wavelink

On the front page of the LMC website, click on the Quick Links, then on the WAVELINK link.
Accessing Outlook Web Access

On the WaveLink login screen, enter your User ID and Password, this is the same user ID and Password that you use to log onto Computers and the Exchange e-mail system.
Accessing G-Mail

On the WaveLink page, click on the E-Mail icon
Configuring Forwarding in G-Mail

Once In G-mail, Click on the Gear Icon, then click on Settings, to modify your options.
Configuring Forwarding in G-Mail

Once In the Settings page, Click on Forwarding and POP/IMAP to modify your forwarding options.
Configuring Forwarding in G-Mail

To add a new forwarding address, click on the Add a forwarding address button.
Configuring Forwarding in G-Mail

In the add a forwarding address box, enter the new email address that you want to forward to, then click on next.
Configuring Forwarding in G-Mail

An e-mail will be sent to the e-mail address that you added, you will need to open that e-mail and get the confirmation code, enter it in the confirmation code box and click on Verify.
Configuring Forwarding in G-Mail

After you verify the address, you will be able to choose the address in the Forward a copy of incoming mail to pull down menu.
Configuring Forwarding in G-Mail

After you have made your changes, click on the Save Changes button.