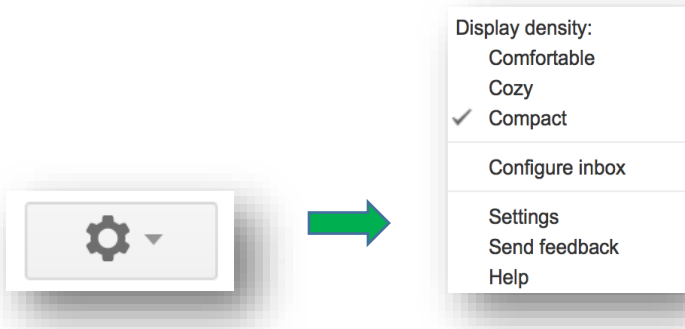


How to Forward your SBTS Email Account

1. Login to your student email account through [Gmail](#).
2. In the top right corner of the screen, click on the gear, then select “settings”.



3. Once on this screen please select the “Forwarding and POP/IMAP” option.



4. Click “add forwarding address”

Add a forwarding address

5. Type in the address where you want your mail forwarded, and then click next, then click proceed.

Add a forwarding address

Please enter a new forwarding email address:

Next Cancel

6. A confirmation will be sent to the forwarding address. Log into the forwarding address email and open the confirmation Email. Please click the link to confirm.

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

https://mail-settings.google.com/mail/vf-%5BANGjdJ_A83zI60FZCpUmRp9vZ5loioNUxT0vL8xMRseCpDl5bKe-FKGrzMlSSrKIY3x1aGeu0evjlimvBbnG%5D-Ntja3abUnmfvk4mGLp-QYW6ryEw

- Return to your student Email settings, and please select your forwarding address. (You may need to refresh the page)

Disable forwarding

Forward a copy of incoming mail to and