

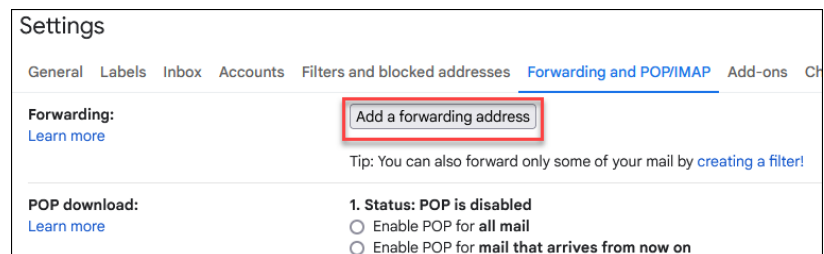
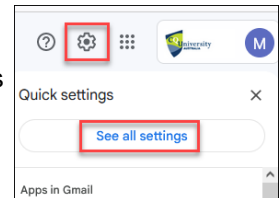
# FORWARD YOUR CQUNIVERSITY MAIL TO ANOTHER ACCOUNT



BE WHAT YOU WANT TO BE  
cqu.edu.au

This guide will provide instructions on how to forward your CQUniversity student email account to another account.

1. Log into myCQU [my.cqu.edu.au](https://my.cqu.edu.au)
2. Click the mail icon, located in the top right-hand corner of the webpage to launch your student emails in Gmail.
3. Click the settings cog, located in the top right-hand corner and click **See all settings** (pictured right).
4. Click the **Forwarding and POP/IMAP** tab, to forward your email address, click **Add a forwarding address** (pictured right).
5. Type the email address that you wish to forward your CQUni emails to and click **Next** (pictured below).



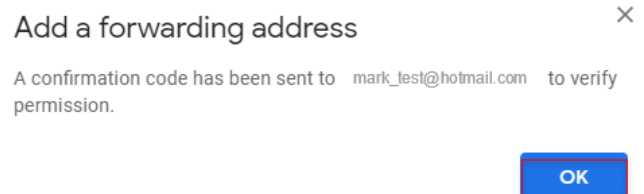
Add a forwarding address
×

Please enter a new forwarding email address:

Cancel
Next

6. A pop-up box will appear asking if you wish to proceed or cancel, click **Proceed**.

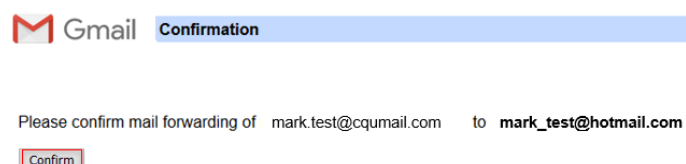
7. A pop-up box will appear stating that a confirmation code has been sent to your forwarding email, click **OK** (pictured right).



8. Open the email account that you have nominated to forward your emails to. You will have a 'CQUniversity Forwarding Confirmation' email sitting in your inbox. Open this email and click on the link within the email to confirm the request.

9. A new tab will open asking you to confirm mail forwarding, click **Confirm** (pictured below).

10. Close this tab and go back to the **Forwarding and POP/IMAP** tab. Refresh your webpage.



11. Click the **Forward a copy of incoming mail to** option (pictured below).

Settings

General Labels Inbox Accounts Filters and blocked addresses **Forwarding and POP/IMAP** Add-ons Chat and Meet Advanced Offline

**Forwarding:**  
[Learn more](#)

☐ Disable forwarding

☒ Forward a copy of incoming mail to mark\_test@hotmail.com and ☒ keep CQUniversity Mail's copy in the Inbox

[Add a forwarding address](#)

Tip: You can also forward only some of your mail by [creating a filter!](#)

12. Change the drop down menu to select what you to do with the mail in your CQUniversity Mail Inbox, if desired.

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

To stop forwarding your CQUniversity student emails to another account, click **Disable forwarding** then click **Save Changes**.