USER INSTRUCTION GUIDE

Redirecting Gapps Mail to TCCSA

A step-by-step procedure for setting up, verifying, and managing automatic message forwarding from your Google Apps email account to your TCCSA inbox.

Initial Preparation
Prerequisites: Ensure you have active login credentials for your **Gapps email account** and access to your **TCCSA email inbox** to complete verification.

Initial Setup & Verification Steps

Step	Action & Configuration Details
1	Sign into your Gapps account.
2	Go into your Gapps Gmail account.
3	At the top right, locate the gear icon (Settings).
4	Click on the gear icon to open the drop-down settings menu.
5	Select **Settings** from the menu options.
6	In the settings window, locate the top tab labeled **Forwarding and POP/IMAP**.
7	Click on the **Forwarding and POP/IMAP** tab.
8	Click the button labeled **Add a forwarding address**.
9	In the pop-up window that appears, enter your **TCCSA email address**.
10	Click **Next**, then click **Proceed**.
11	Open your TCCSA email inbox, locate the verification message, and click the link to confirm the request.
12	In the confirmation window that opens, click **Confirm**.
13	Return to your Gapps account, go into **Settings**, and click the **Forwarding and POP/IMAP** tab again.
14	Select the option **Forward a copy of incoming mail** and make sure it is configured to keep a copy in your inbox.
15	Click **Save Changes** at the bottom of the page.

Managing Forwarding Options in the Future

Deactivating or Reactivating Forwarding
To Turn Off Forwarding: Log in to Gapps email > **Settings** > **Forwarding and POP/IMAP** > select **Disable forwarding** > click **Save**.
To Re-enable Forwarding Later: Return to Gapps **Settings** > **Forwarding and POP/IMAP** > select **Forward a copy of incoming mail** > click **Save**.