Cougarmail Forwarding Email Address Procedure

(Please note that Cougarmail uses Googlemail (Gmail), you may have to log-out of Gmail to use Cougarmail.)

1. Log-in to Cougarmail. Cougarmail can be found on the Student tab in Cougarweb. Use your Cougarweb username and password.

Note: Your default Cougarweb password is the last 6 digits of your CWID. If you change your Cougarweb password, it will not automatically change your Cougarmail password. You must manually change your Cougarmail password.

2. Once Cougarmail has loaded, over to the left, click on “Gear” icon.

and then click the “Settings” option.
3. Click on the “Forwarding and POP/IMAP” setting.

4. Click on “Add a Forwarding Address”.

5. Add your forwarding address and click “Next.”
6. You will be asked to Confirm the forwarding address and click “Proceed”.

Confirm forwarding address

Forwarding mail to krbrook@yahoo.com

Proceed  Cancel

7. A confirmation code has been sent to the forwarding address. Click “Ok”.

Add a forwarding address

A confirmation code has been sent to verify permission.

OK

8. The message displays to enter a confirmation code to verify the forwarding address.

Verify krbrook@yahoo.com

confirmation code  Verify

9. With Cougarmail remaining open, log-in to your forwarding address email and look for the email from Collin College Team with the subject line: Collin College Forwarding Confirmation.
(If you use Gmail, you may have to log-out out of Cougarmail.)
10. Click on the email and copy the confirmation code.

```
#25572795) Collin College Forwarding Confirmation
From: "Collin College Team" <mail-noreply@cougarmail.collin.edu>
To: krbrook@yahoo.com

rbrookshire@cougarmail.collin.edu has requested mail to your email address krbrook@yahoo.com.
**Confirmation code: 25572795**
```

To allow rbrookshire@cougarmail.collin.edu to send mail to your address, please click the link below to confirm the request.

11. Now go back to Cougarmail and paste the confirmation code into the verify box and click “Verify”.

```
Verify krbrook@yahoo.com
[25572795] Verify
```

12. You will get the message that the forwarding email address is verified.

```
You have verified the forwarding address krbrook@yahoo.com.
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13. Cougarmail is now forwarded to the verified email address. You can change settings for the forwarded address such as delete or keep messages.

14. To leave Cougarmail, click on your Cougarmail email address on the top left and click “Sign out”.