GSuite Gmail

G Suite for Education at Bard LLI

Access and forward (if you want)

For more help, go to Google training center
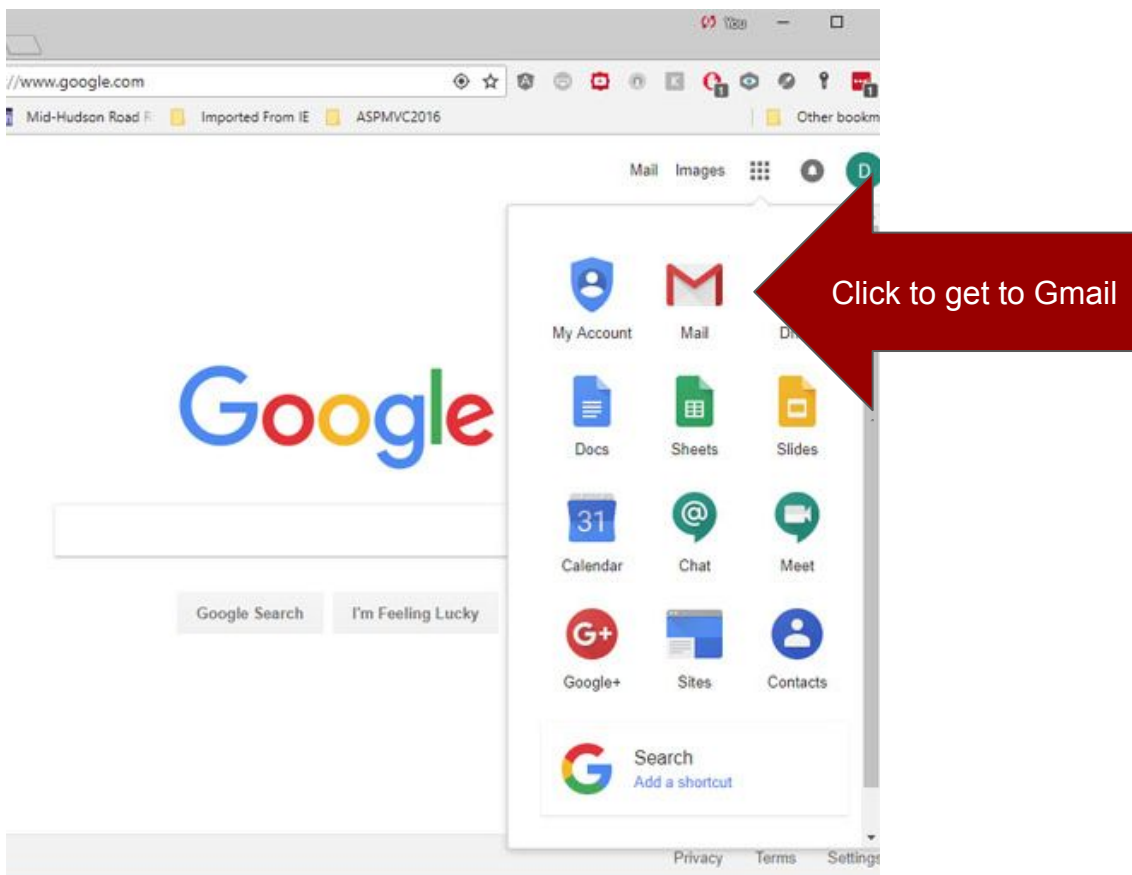[Get Started with Gmail](#)

Login to Gmail

In your Chrome browser, go to google.com/gmail

　Or

If logged in already, use the 3x3 box icon ⠿ to get to the Google Apps menu and then click on Mail.

Complete Account Setup

You can:

- Add a signature (which appears at end of each of you sent email messages)
- Add a profile image
- Take some training

Set Forwarding Email

Bard LLI — Lifetime Learning Institute

Forward emails from your lli.bard.edu account to an email account of your choice

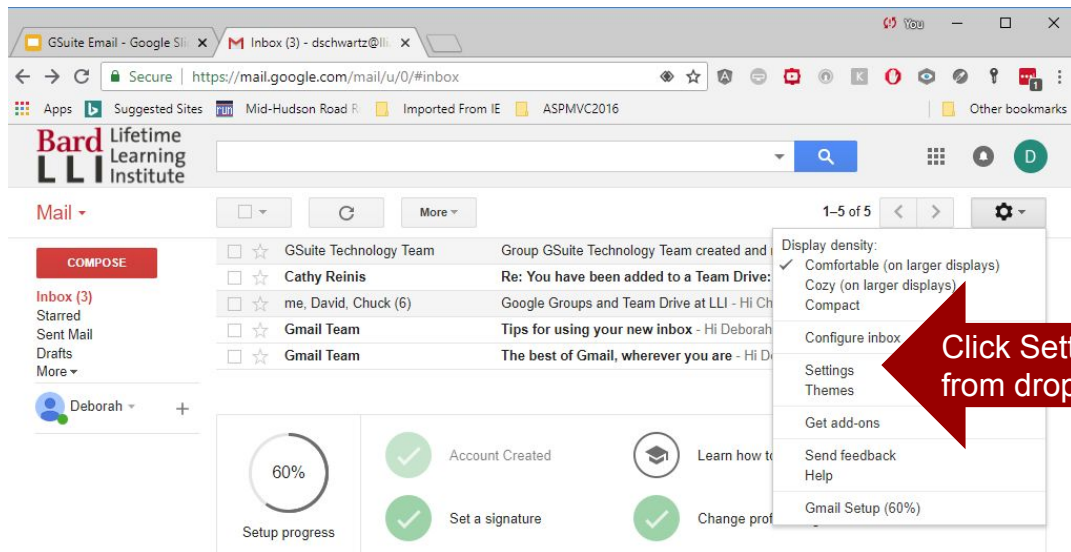Some users may not want to check another email account. However, in the future, most LLI emails will be sent to your lli.bard.edu account. When you set a forward email account, messages sent to your lli.bard.edu account are automatically forwarded to an email account of your choice.
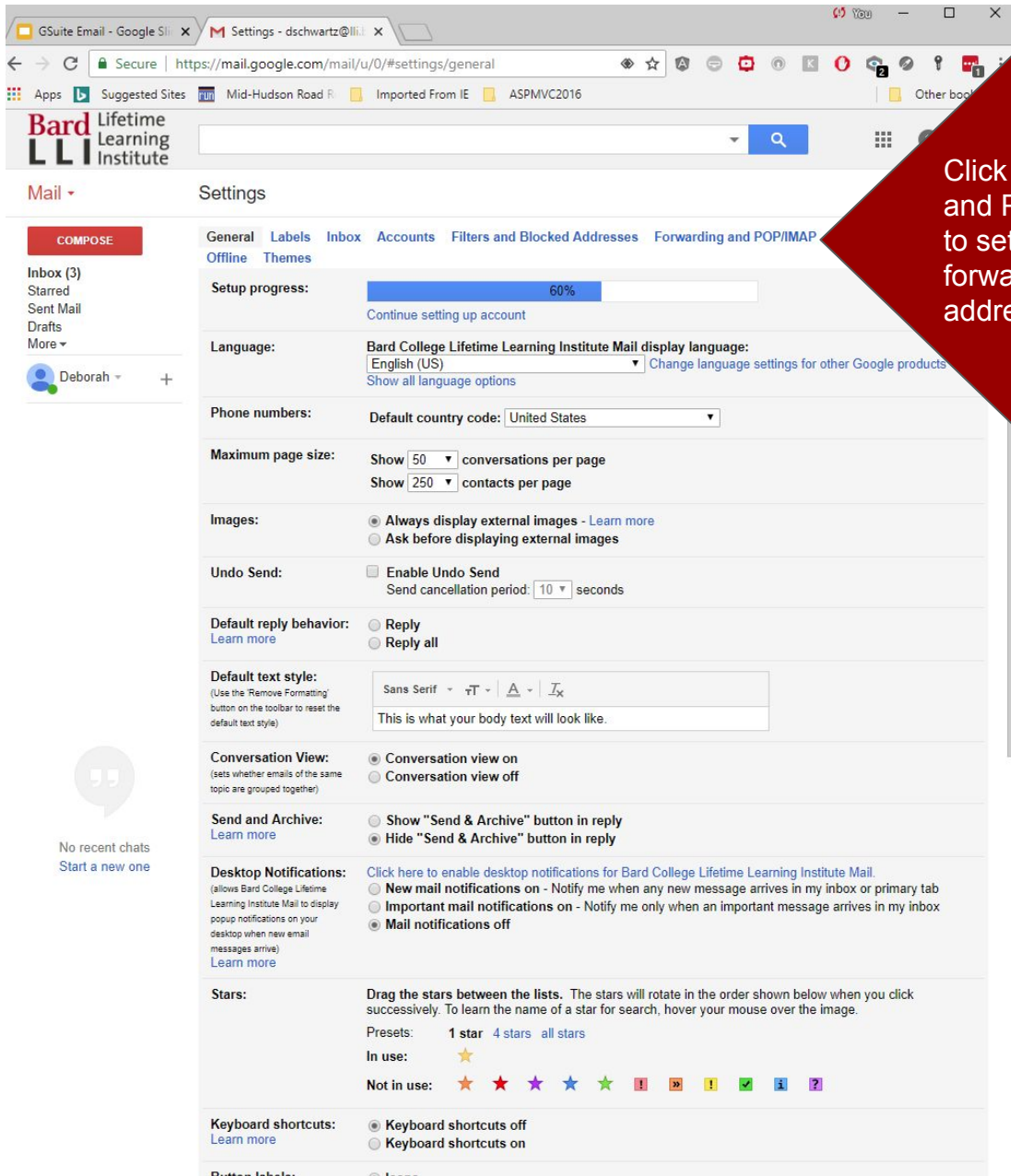
Click the Tools/Gear icon 　⚙▾　 and select "Settings" from the dropdown.

Settings Dialog

You can change your settings on this Dialog page.

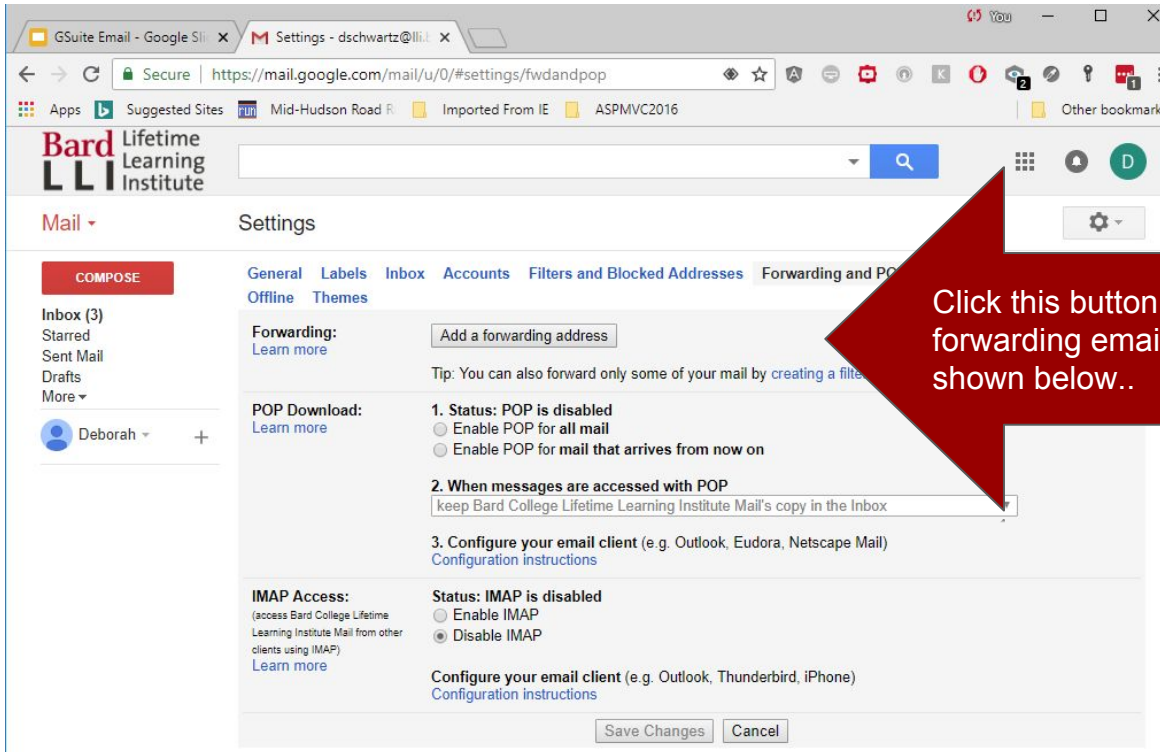To forward your messages, choose "Forwarding and POP/IMAP tab.
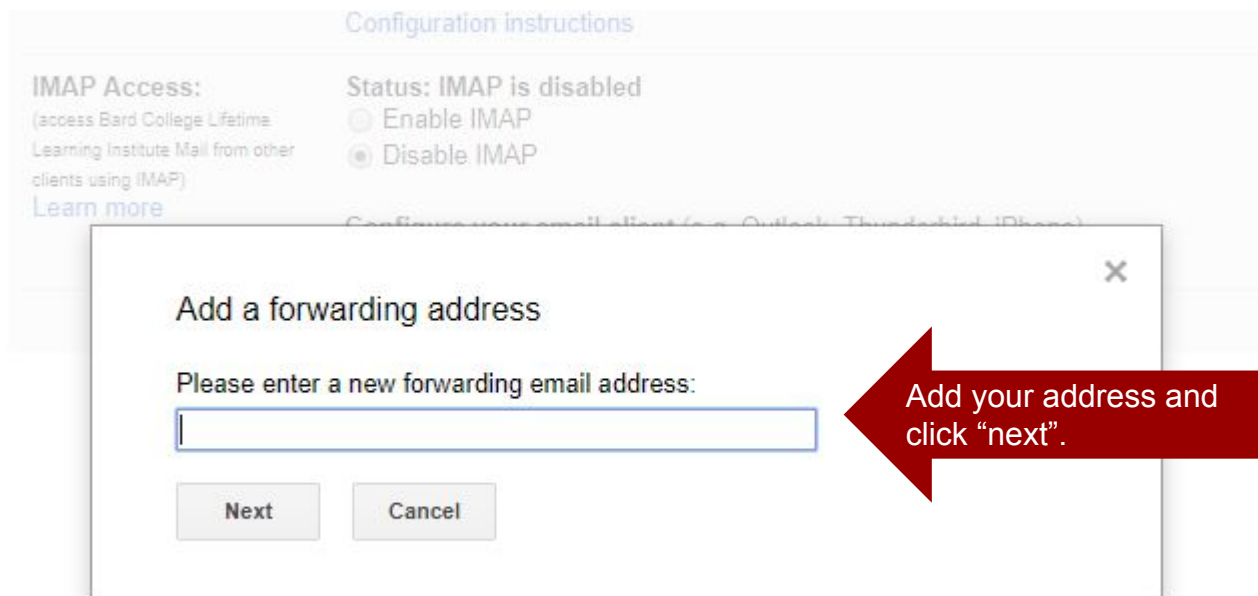
Add forwarding address

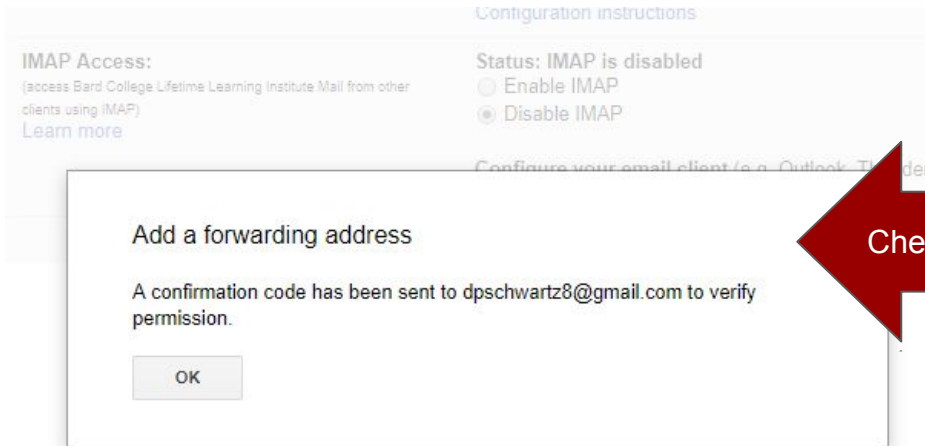Click the forwarding address button and enter your forwarding email account

Click this button to add your forwarding email address as shown below..

Add your address and click "next".

Add forwarding address

Confirm you want to have a forwarding address. A link will be sent to your forwarded address.

Configuration instructions

IMAP Access:
(access Bard College Lifetime Learning Institute Mail from other clients using IMAP)
Learn more

Status: IMAP is disabled
○ Enable IMAP
● Disable IMAP

Configure your email client (e.g. Outlook, Thunderb...

Add a forwarding address

A confirmation code has been sent to dpschwartz8@gmail.com to verify permission.

OK

Check your email.

Go to your forwarded email account and confirm the setting.

BC Bard College Lifetime Learning Institute Team <forwarding-noreply@google.com>   dpschwartz8@gmail.com   2:4

(#645477743) Bard College Lifetime Learning Institute Forwarding Confirmation - Receive Mail from dschwartz@lli.b..

ℹ We removed extra line breaks from this message.

dschwartz@lli.bard.edu has requested to automatically forward mail to your email address dpschwartz8@gmail.com.
Confirmation code: 645477743

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

https://mail-settings.google.com/mail/vf-%
5BANGjdJ9o3GkPYMlzqNoajpAHM73f0_O86pJmX_tjZqcc9w85aP4qxPAqxL8qELFRyR1Fc8lZQYJgXcGcQ
UNBmOxF_7YLBN0

Click the emailed link to confirm.

If you click the link and it appears to be broken, please copy and paste it into a new browser window. If you aren't able to access the link, you can send the confirmation code
645477743 to dschwartz@lli.bard.edu.

Thanks for using Bard College Lifetime Learning Institute!