


How to Forward Your Email from MyOCC Gmail Account to Your Primary Email Account

- 1) Log onto MyOCC
- 2) Click on the “G-Mail Account” tab in the right-hand corner of the page
- 3) Click on the gear icon  (Options) in the right-hand corner of the page next to your email address.
- 4) Select “Mail Settings.”
- 5) Click on the tab “Forwarding and POP/IMAP.”
- 6) Click on “Add a Forwarding Address” tab in the “Forwarding” section
- 7) Type in the email address where you would like to receive your emails.
- 8) Click “Next” and “OK.”
- 9) Click “Save Change.”
- 10) Check your primary email account because you will be receiving a verification email.
- 11) Click the link located in the verification e mail to complete the forwarding process.
- 12) Done!