**Setting Up GoogleApps@UMaryland Mail Forwarding**

If you set up GoogleApps@UMaryland Mail Forwarding, messages sent to your GoogleApps@UMaryland Mail address do not pass through the GoogleApps@UMaryland mail system. Emails are immediately forwarded on to the designated email address.

1. Go to [https://directory.umaryland.edu](https://directory.umaryland.edu) and log into the myUM Account Management Site.

   **NOTE:** If you do not know what your myUM password is, click on the “Forgot Password” link to verify your identity or contact the IT Help Desk for further support.

2. Once you have logged in, click on the link **Email Forwarding Address** on the left side of the screen to set up or change email forwarding for your GoogleApps@UMaryland Mail account.

   If this link does not appear, please contact the IT Help Desk to check on the status of your account.

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[Image of the myUM Account Management Site]

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3. Enter the email address you would like your emails to be forwarded to in the “Forwarding Address” field. Click on the **Set Forwarding Address** button to make this change.
4. The system will show a web page confirming the change. Click on the **Continue** button to return to the myUM Account Management Site home page. If you have no other changes to make to your account, click on the “Log Off” button.

**NOTE:** From this point on, emails sent to your GoogleApps@UMaryland Mail address will be forwarded on to the address you specified. Copies of forwarded messages *are not* kept on the University email servers.

If you ever need to stop forwarding, you will need to cancel GoogleApps@UMaryland Mail Forwarding.

**Cancelling GoogleApps@UMaryland Mail Forwarding**

1. Go to [https://directory.umaryland.edu](https://directory.umaryland.edu) and log into the myUM Account Management Management site.

   **NOTE:** If you do not know what your myUM password is, click on the “Forgot Password” link to verify your identity or contact the IT Help Desk for further support.

2. Click on the link **Email Forwarding Address** on the left side of the screen to set up or change email forwarding for your GoogleApps@UMaryland Mail account.

   If this link does not appear, please contact the IT Help Desk to check on the status of your account.
3. To stop GoogleApps@UMaryland Mail forwarding, click on the **Stop Forwarding** button.

**NOTE:** From this point on, emails sent to your GoogleApps@UMaryland Mail address will be delivered to the GoogleApps@UMaryland Mail system.
4. The system will show a web page confirming the change. Click on the **Continue** button to return to the myUM Account Management Site home page. If you have no other changes to make to your account, click on the "Log Off" button.

**Questions?**

For more information about GoogleApps@UMaryland, go to [http://www.umaryland.edu/helpdesk/products/gae/support.html](http://www.umaryland.edu/helpdesk/products/gae/support.html), or contact the IT Help Desk by phone at 410-706-HELP (4357) or e-mail: help@umaryland.edu.