How to Forward Your Clergy Email

Step 1: Sign into your clergy email. You can do this either by going to https://mail.google.com or http://mail.wnccumc.net.

Note: When logging in, please make sure to include the @wnccumc.net to your username.

Step 2: In the upper right hand corner of your browser, click the settings wheel.

Step 3: Click Settings
Step 4: In Settings, at the top click on the Forwarding and POP/IMAP tab

Step 5: The first setting will be forwarding. Click “Add a forwarding address”

Step 6: Enter in the email address that you wish to forward to

Step 7: IMPORTANT Google will send you a confirmation code. You will need to enter that code and click “Verify”

After that, you are all done! Your .net email address will now forward to the email address you provided. You can return to this setting to remove or add another email address.