

## How to Forward Your Clergy Email

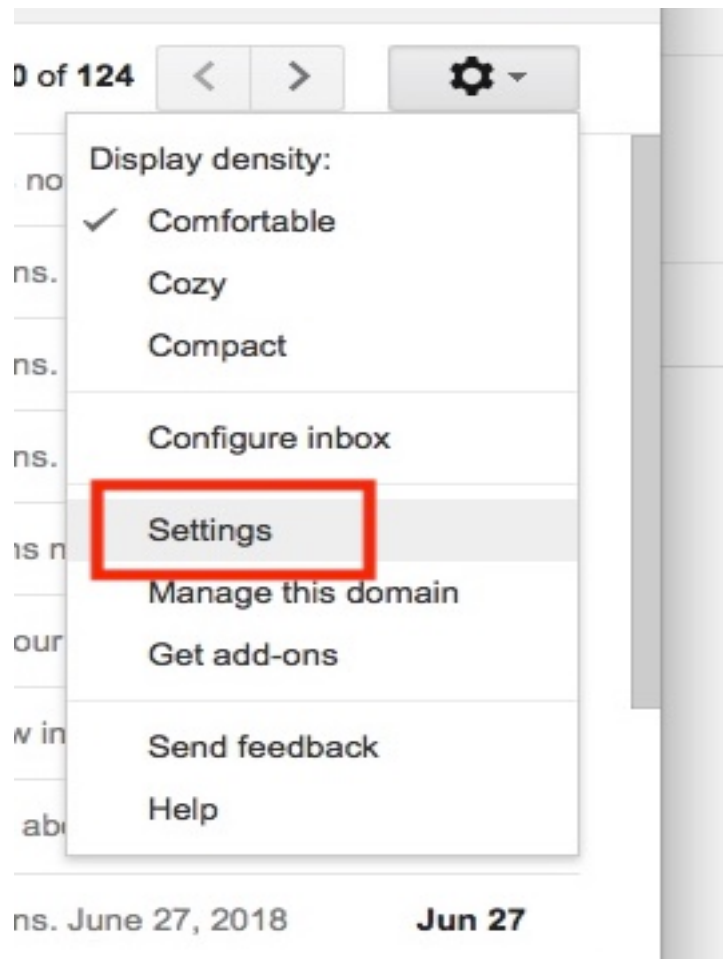
**Step 1:** Sign into your clergy email. You can do this either by going to <https://mail.google.com> or <http://mail.wnccumc.net>.

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.



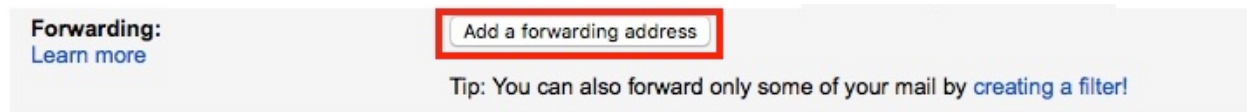
**Step 3:** Click Settings



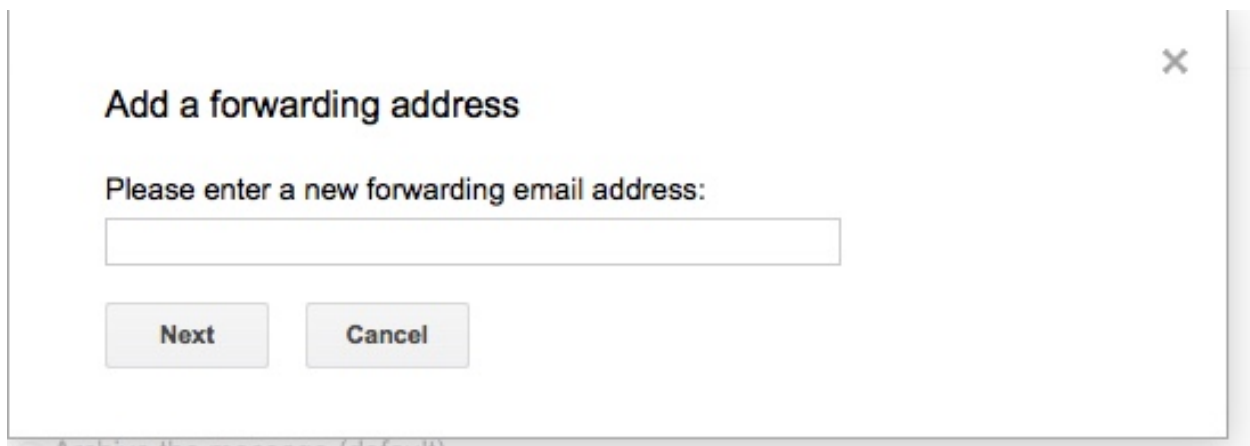
**Step 4:** In Settings, at the top click on the Forwarding and POP/IMAP tab



**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 your other email 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.