Booth email forwarding is set from within your Gmail account.

**Set Forwarding**

Users will set Email Forwarding in your Gmail account.

1. Login to your Booth Gmail (Gmail.ChicagoBooth.edu) account using your CNetID and password.
2. Click the **gear** in the top right.
3. Click on the **Settings** option.
4. Click on the Forwarding and POP/IMAP tab.
5. Click on the **Add a forwarding address** in the **Forwarding**: section.
6. Enter the email address you want to forward your Booth Gmail to and click on **Next**.
7. Click on the **Proceed** button on the pop-up window to confirm.
8. For your security, Google will send a verification email to the address you entered. Access this email account and find the confirmation message from the Gmail team. If you’re having trouble finding it, check your Spam folder. Click on the **OK** button on the pop-up.
9. Check your forwarding email account and click the verification link in the email from The University of Chicago, Booth School of Business. Example below.

```
(#607957704) University of Chicago, Booth School of Business Forwarding Confirmation - Receive Mail from meredith.wells@chicagobooth.edu

meredith.wells@chicagobooth.edu has requested to automatically forward mail to your email address. Confirmation code: 607957704

To allow meredith.wells@chicagobooth.edu to automatically forward mail to your address, please click the link below to confirm the request:

https://mail-settings.google.com/mail/vf-%5BANGqjdJ9Zgcjk9NhVF0QUwVjwY2lb-84qjEihvRlh62%7HjULV29mhzM6-JiqAyS0H4tos5bCo6W27%5D-9cZ
PX5B3ncF59FY67%A1RSGj
```

10. Confirm the new forwarding address by one of the following:
   a. Clicking on the code in the email.
   b. Entering the Confirmation code in Gmail.
Configure Email Delivery Settings in Gmail

1. Login to your Booth Gmail account.
2. Click on the Gear icon.
3. Click on Settings.
4. Click on the Forwarding and POP/IMAP page.
5. Check the Forward a copy of incoming mail is selected and your email address is in the drop-down menu.
6. Go through the other settings and set to your liking.
7. Click on the Save Changes button at the bottom of the page.

Alumni or students who are experiencing issues forwarding their email should contact the Helpdesk@Chicagobooth.edu.