**Instructions for how faculty/students can merge/forward UNCG & NCAT emails.**

**Please NOTE: Instructions are the same if you want to get NCAT email in your UNCG email. Just start with NCAT Email instead of UNCG email instructions first etc...**

**UNC-G Email Instructions** :

Step 1: In the **UNCG email**, Click on the white settings Icon (has a bumpy grey circle in the middle)

Step 2: Click **Settings** : You will see different blue tabs that say: **"General, Labels,Inbox, Accounts etc..."**

Step 3: Click on **"Forwarding and POP/IMAP"** : You will see in black bold letters **"Forwarding, POP Download,[and] IMAP Access..."**

Step 4: Click **"Add a forwarding Address"** and enter your **NCAT email address**, then click **"Next"**

A message will appear that says:               Add a forwarding address

                                                               A confirmation code has been sent to verify permission.

**SEE INSTRUCTIONS BELOW TO COMPLETE PROCESS**

**NC A&T Email Instructions:**

Step 8:  Open a new private internet explorer, Fire Fox window.

**This will allow you to be in two gmail accounts at one time. If you do not do this, and you open a new tab on your internet program, it will log you out of the A&T email, and you will not be able to complete this process**.

Step 9: **Sign in your NCAT email account and Find the email.**

Step 10: Follow the instructions

Step 11: **SIGN OUT**

**FINALLY**

Step 12: **Sign In** to **UNCG Email**

Step 13: Click Settings : You will see different blue tabs that say: **"General, Labels,Inbox, Accounts etc..."**

Step 3: Click on **"Forwarding and POP/IMAP"** : and click **"Forward" a copy of incoming mail to \_\_\_\_\_\_\_\_\_\_\_ and\_\_\_\_\_\_\_\_**

                                 - Make sure it says **"Forward" a copy of incoming mail to NCAT address   and delete UNCG Mail's copy**