Please be aware of the following:

- You are responsible for all emails sent to your My.Pacifica Student Email account
- Be sure to check your My.Pacifica Student Email at least once a month
- Be sure to keep copies in your My.Pacifica Student Email until you are sure all items have forwarded

1. **Log in** to your My.Pacifica Student Email account.
2. Click on the **Wheel Icon** in the upper right corner.
3. From the dropdown menu, click **Settings**.

4. Click the **Forwarding and POP/IMAP** tab.

5. Click the **Add a forwarding address** button.
6. In the box that appears, **enter the email address** you wish to forward mail to and **click Next**.

7. Another box will appear, informing you that a confirmation code has been sent to the email address you entered above. **Click the OK button** to continue.
8. **Log in** to the email address you plan to forward mail to, and open the email from Pacifica Graduate Institute.

9. **Click on the link** in the email to confirm the forwarding request.
10. A browser window will appear confirming that your student email will be forwarded.

11. Log in to your My.Pacifica Student Email account, and click on the Wheel Icon again.

12. From the dropdown menu, click Settings.
12. Confirm that “keep Pacifica Graduate Institute Mail’s copy in the Inbox” is selected.

14. Click the **Save Changes** button. This completes the steps for forwarding email.