LIBRARY

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Forwarding your Brookes Google Mail

Every Oxford Brookes student has a Brookes email account. All official emails from the University, such as Library reminders when your books are reserved by someone else, go to this address.

To check your Brookes mail, just go to the Brookes Students home page, **https://www.brookes.ac.uk/students/** and click on **Email login**. Log in with your student number and password.

If you are **not** going to check your Brookes email regularly, then **it is essential to set up forwarding to another email address which you do use** (eg. home/work email). Otherwise you risk missing, for example, messages about Library books overdue and building up large fines.

How to read your Brookes mail in another Gmail account:

Google have detailed instructions on this at https://support.google.com/mail/answer/21289

How to forward your Brookes mail to a non-Google email address:

1. Go to www.brookes.ac.uk and log in to Google Mail following the instructions above.

2. In Google Mail, click on the cog icon (top right of screen) and choose **Settings**

3. In the list at the top of Settings, click on **Forwarding and POP/IMAP**

4. Click on "Add a forwarding address".

5. Enter the email address to which you'd like your messages forwarded.

6. Google will then send a verification email to that address, for security.

7. Log in to your home/work email (the one you've asked for mail to be forwarded to), find the message from Google and click on the verification link in the email.

8. Go back into your Brookes Google Mail account and back to the **Settings/Forwarding** section, and click **Verify** next to your chosen email address.

9. Select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.

Please turn over…

10. Decide what you want Google Mail to do with the Brookes copy of each email: **delete**, **leave in the inbox**, or **Archive**. We recommend leaving your messages in the inbox, so that you can log in if you think your home email has treated an important message as spam or not delivered it.

11. Click Save Changes. And that's it! If you get stuck, click on the cog icon (top right hand corner) and choose "Help."