

1. Go to webmail.esgvrop.org

## 2. Log in using your email account and password



3. Go to the right side of the browser and click the gear icon

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ign in - MyTechDesk 👩 🛛	Sistrict Bandwidth An 🗌 Manual Projection Scr.	🗌 Admin console 🧧 CDW-6 Custom Premi 📔 Osock   PeopleCoft Ert 🔯 Cisco CCWA 640-875 S 🙀 Ceriport   Microsoft O 🚼 My Membership					
Google				III 19			
/ail -	C More *		1-50 of 1,	355			¢.
COMPOSE	🗆 📩 🕞 MyTechDesk	[mytechdesk] Ticket reassigned: Career Transitions WIFI List for Week of 7-7-14 - Team: East SGV ROP The ticket "Career Transitions WIFI List for Week of 7-7-14" has been			-	8	cing •
nbox	🗌 📩 🕞 MyTechDesk	[mytechdesk] Ticket completed: Career Transitions WFI List for Week of 7-7-14 - Team: East SGV ROP The ticket "Career Transitions WFI List for Week of 7-7-14" has been			-	1	
Starred	Keith Plue	Fud: CDW-6 Order Confernation: Order #IBGMZ01IP-0. Ref. A40040 - Ital, Adobe Creative order was placed but still haven't received any information yet. Please see				1.02	2 pm

# 4. Click on settings

iguardiola@esgvrop.org 👻	5. Under Forwarding and POP/IMAP Click add a forwarding address
50 of 1,355 < > 🌣 -	Settings
Display density:	General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Labs Offline Themes Forwarding: Learn more Tip: You can also forward only some of your mail by creating a filtered.
Configure inbox	DOD Download: 1 Statue: DOD is consided for all mail that has arrived since 7/20/12
Settings	
Manage this domain	
Themes	
Help	
Jul 19	

### 6. Add the e-mail address you would like to forward to

ns			
e	Add a forwarding address	×	
	Please enter a new forwarding email address:		
2£	itaiguardiola@gmail.com		
N	Next Cancel		Directions continue on
na			Back
e <del>'(ue</del> i to the	aury Trach		2000

Confirm forwarding address	R
Forwarding mail to itaiguardiola@gmail.com	
Proceed Cancel	Internet
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essage forever	

A	dd a forwarding address	
A	confirmation code has been sent to verify permission.	
	ОК	

#### 9. Once you get that code you must confirm it

Verify itaiguardiala@gmail.com 760062765	Add a forwarding address			
verily haiguardiola@gmail.com /05005705	Verify itaiguardiola@gmail.com	769063765	Verify	Re-send email Remove address

#### 10. Make sure to click "Forward a copy of incoming email to"

Forwarding and POP/IMAP Chat Labs Offline Themes	
Disable forwarding     OForward a copy of incoming mail to itaiguardiola@gmail.com (in use)     v and keep East San Gabriel Valley R.O.P. Mail's copy in the Inbox     v	
Add a forwarding address	
Tip: You can also forward only some of your mail by creating a filter!	
11. Click save changes at the bottom	
Save Changes Cancel	
All Done!	

If you have any question please don't hesitate in contacting the IT office: itdept@esgvrop.org 626-472-5170