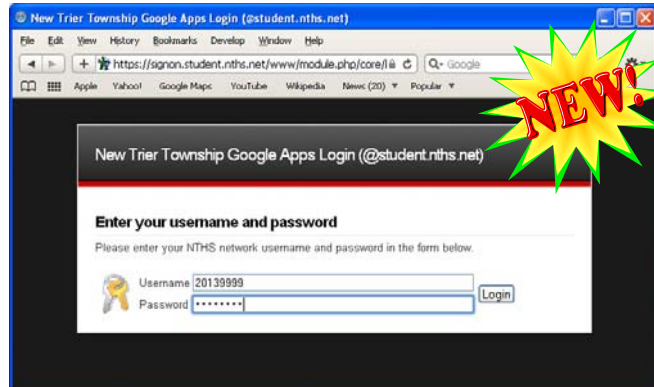
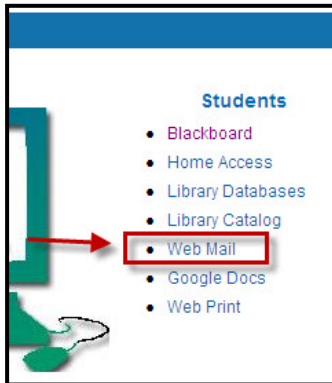
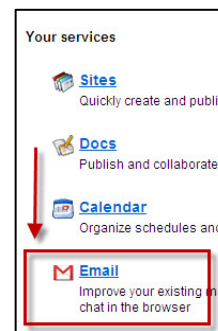


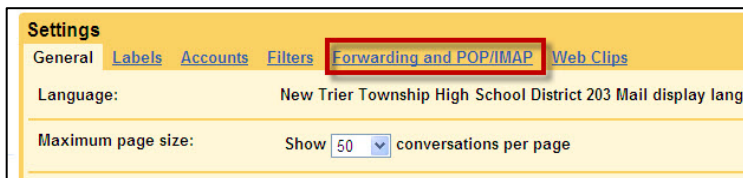
1. Go to ANY New Trier web page
2. Click on the link across the top called **WEB ACCESS** (on every web page)
3. Under “Students”, choose the link named **WEB MAIL**
4. You will see a NEW log in screen (see screenshot below). Log in using your **NT Student ID#** as your *username* and **your network password** (you use this to log into any computer at New Trier)



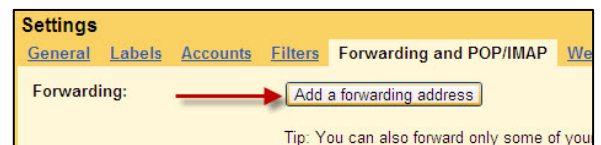
5. Once logged in, you will see a list of Google services, you will click **EMAIL**
6. In the upper, right-hand corner, click **SETTINGS**



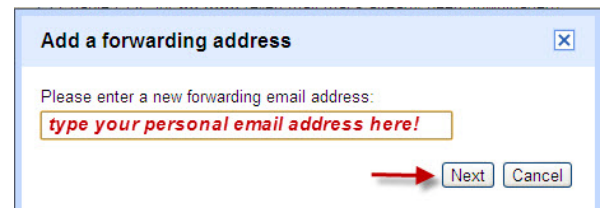
7. Click on the **FORWARDING AND POP/IMAP** tab



8. In the first section, click the “Add a forwarding address” button.



9. Type in your personal email address (** A copy of the emails sent to your NT student email account will be sent to the personal email account you provided.*)



10. Click **NEXT**
11. Click **OK** to confirm.
12. **IMPORTANT!** Scroll down and click **SAVE CHANGES**.
13. **SIGN OUT** of your NT Google email.