

Forwarding Covenant E-mail to a Preferred E-mail Account

To forward email from your Covenant Gmail account:

1. Open Gmail at <https://mail.google.com/mail>, and log in.
2. At the top right, click the Gear.
3. Select Settings.
4. Select the Forwarding and POP/IMAP tab.
5. Click Add a Forwarding Address in the “Forwarding” section.
6. Enter the email address you want to forward to and follow the prompts.

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