

How to Set Up Email Forwarding in ICC Cloud Gmail

* Important:

Gmail's automatic forwarding feature allows only one forwarding email address to be active at a time.

1. Open the Information Infrastructure Services website (<https://iiss.tufs.ac.jp/en/>) and click "Sign in"

2. The OpenAM sign-in page will appear.

Enter your **TUFS-ICC ID** and **Blue Password**, then sign in.

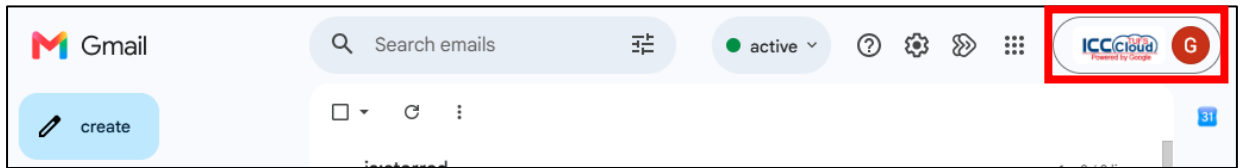
Note: The user account and password are the same as those used to sign in to **MOE** and the **University Information Database**.



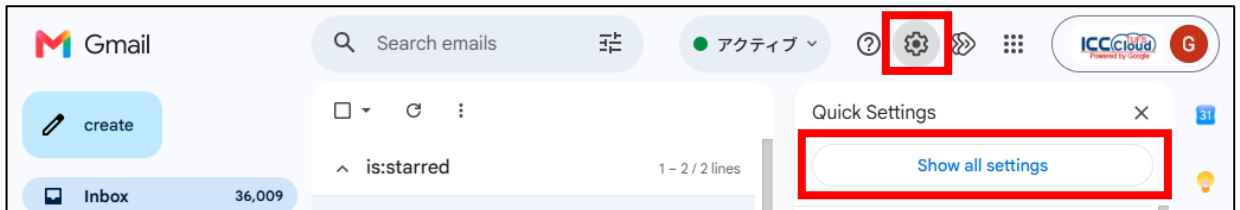
3. Click the "ICC Cloud Gmail" banner in the **Information Services** section.



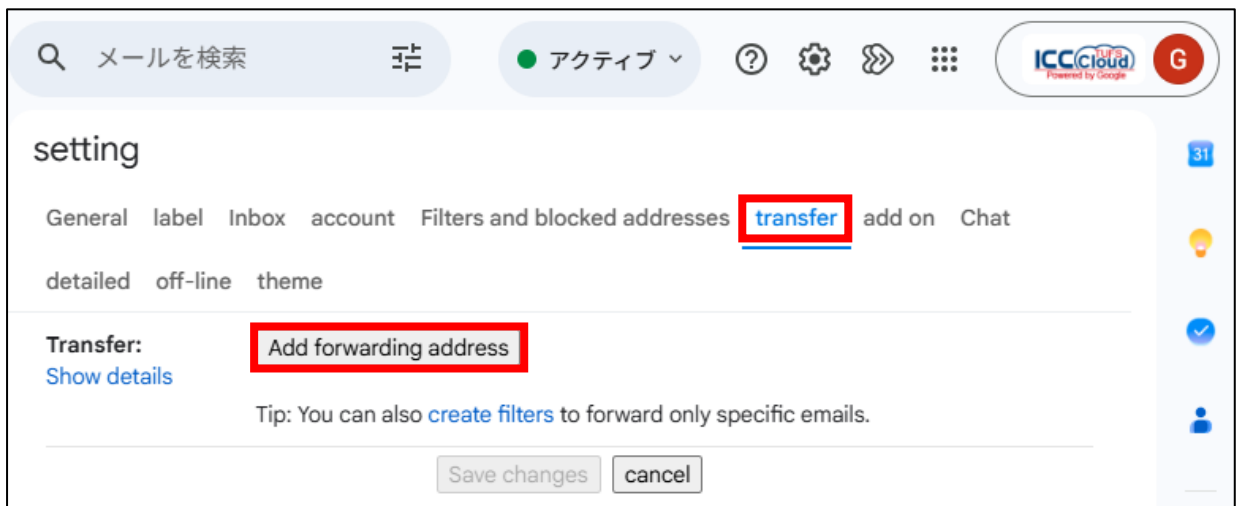
- After signing in to Gmail, confirm that the **"ICC Cloud Gmail"** banner is displayed in the upper-right corner of the screen.



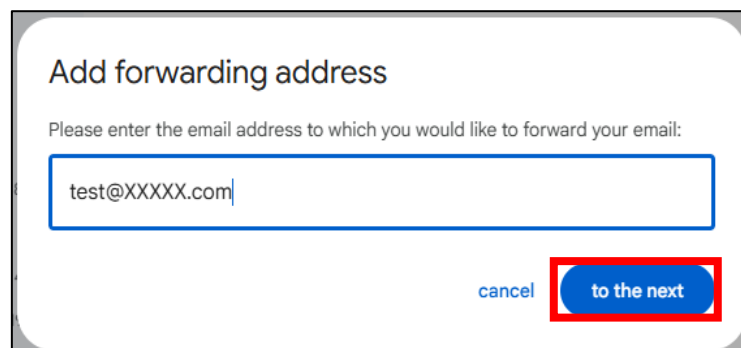
- Click the **Settings** icon in the upper-right corner of the screen, and then select **"Show all settings."**



- Click the **"transfer"** tab, and then click **"Add a forwarding address."**



- Enter the email address to which you would like to forward your messages, and then click **"to the next."**



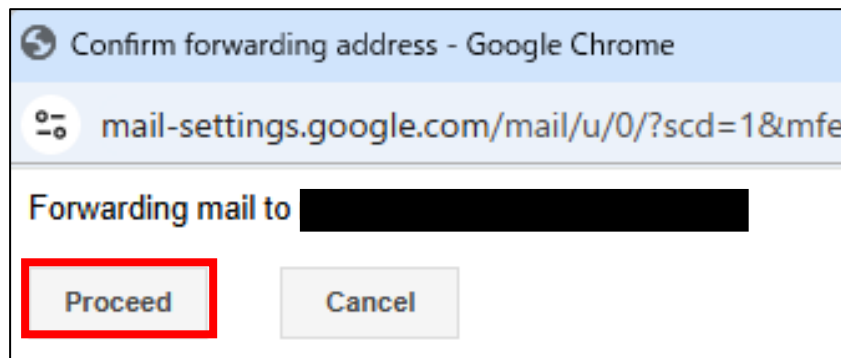
8. The forwarding address confirmation screen appears. Click "Proceed".

Note:

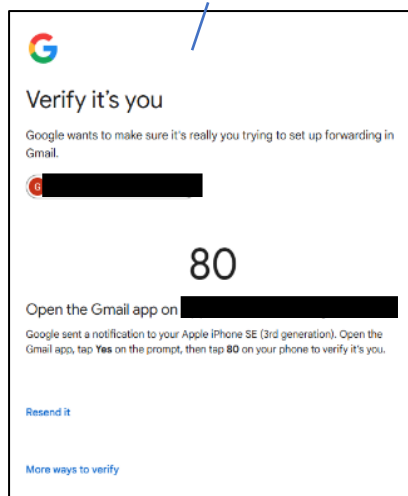
If you access your university email account on a smartphone, an identity verification screen may appear. If so, complete the identity verification on your smartphone and then proceed.

* The screen may vary depending on your verification method and account settings.

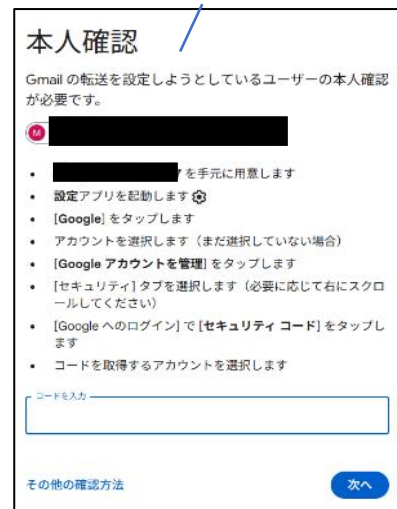
- **Example 1:** Tap the number displayed on the screen.
- **Example 2:** Enter the verification code.



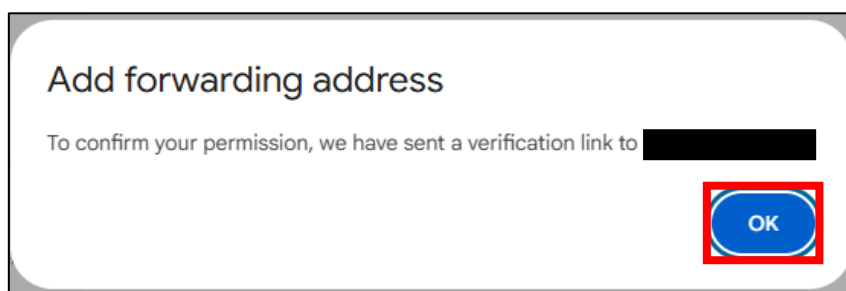
Identity Verification Screen
(Example 1)



Identity Verification Screen
(Example 2)



9. When the "Add forwarding address" window appears, click "OK."



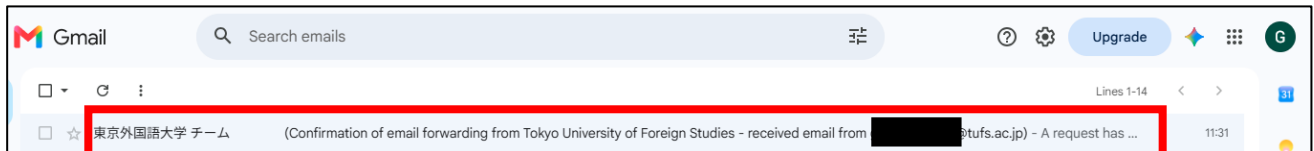
- Open the following email in the mailbox that you specified as the forwarding destination in Step 7.

From: 東京外国語大学 チーム <forwarding-noreply@google.com>

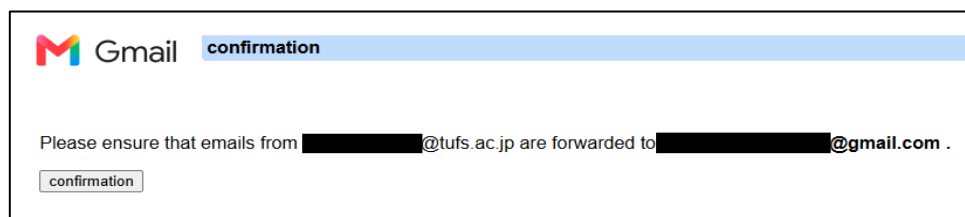
Subject: (Confirmation of email forwarding from Tokyo University of Foreign Studies - received email from ***@tufs.ac.jp)

Click the requested link in the email (highlighted with a dotted box).

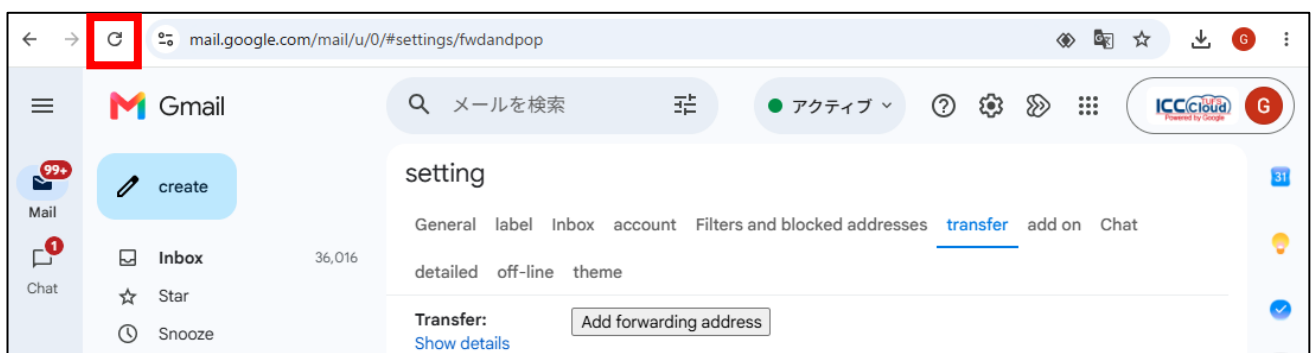
* The screen shown is an example of opening the confirmation email in a personal Gmail account.



- The forwarding confirmation screen appears. Click "**confirmation**".



- Open ICC Cloud Gmail and **refresh** the browser.



13. **1)** Since "Disable forwarding" is selected, configure the forwarding settings as follows:
2) Click the radio button for "Received emails [forwarding email address] Transfer to".
 Select "Leave emails from Tokyo University of Foreign Studies in your inbox." from the drop-down list.
3) Click "Save Changes".

