

How to Set Up Email Forwarding in ICC Cloud Gmail

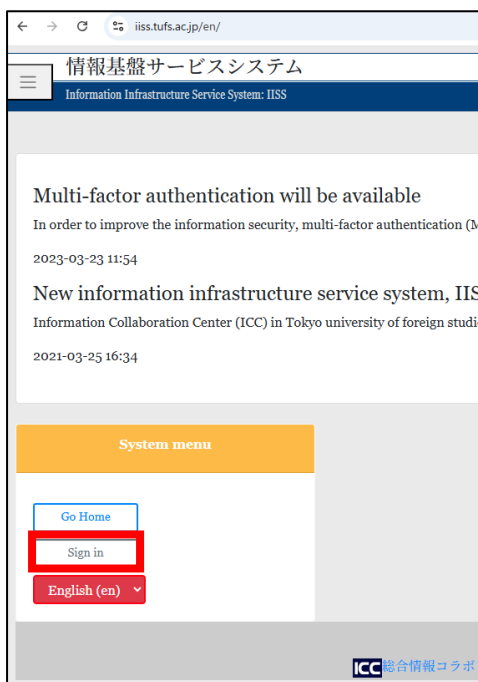
*** Important:**

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:

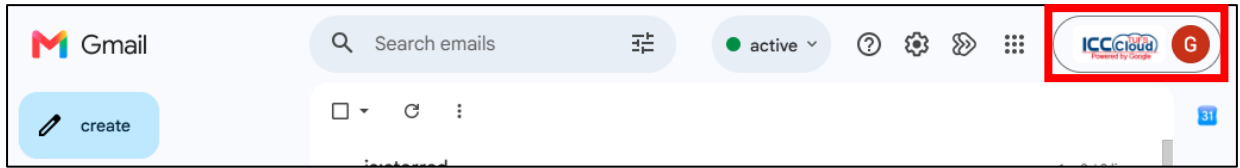
The user account and password are the same as those used to sign in to **MOE** and the **University Information Database**.



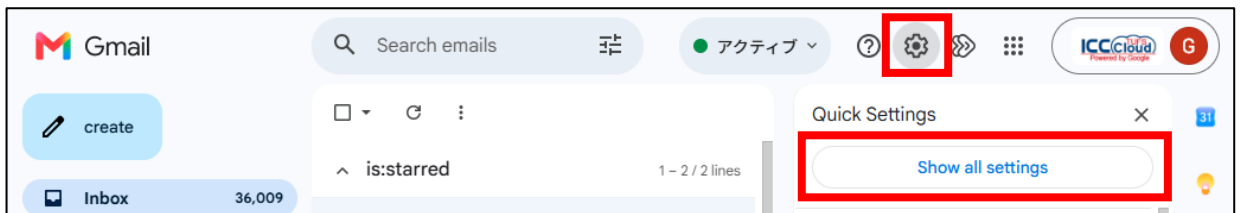
3. Click the "**ICC Cloud Gmail**" banner in the **Information Services** section.



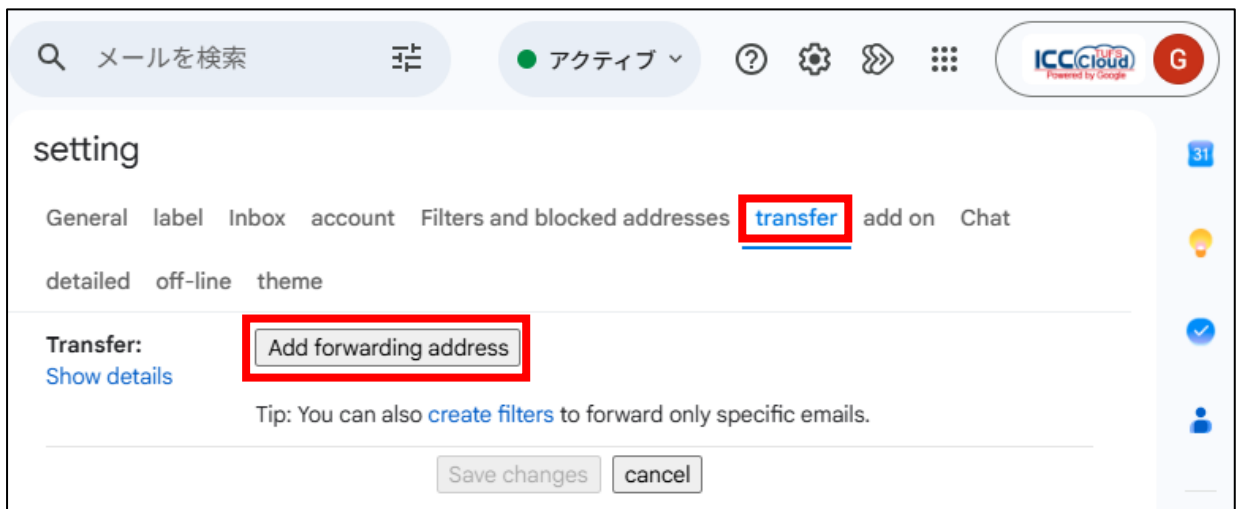
- After signing in to Gmail, confirm that the **"ICC Cloud Gmail"** banner is displayed in the upper-right corner of the screen.



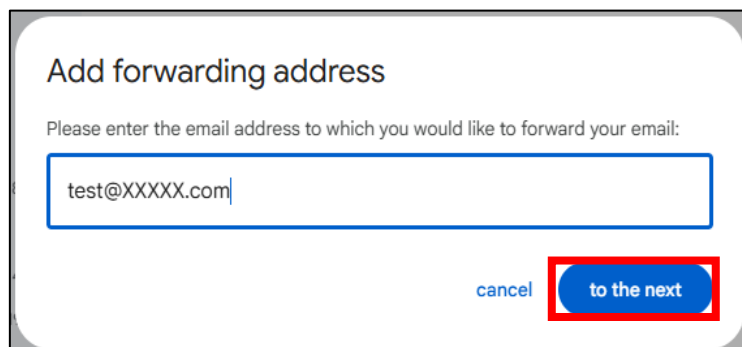
- Click the **Settings** icon in the upper-right corner of the screen, and then select **"Show all settings."**



- 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" (Japanese: 続行).

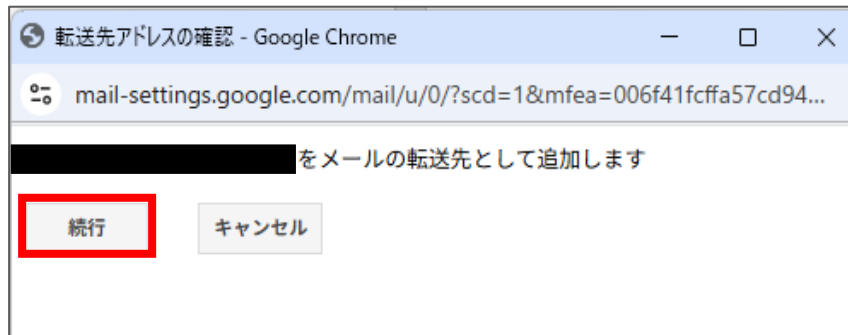
Note:

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.

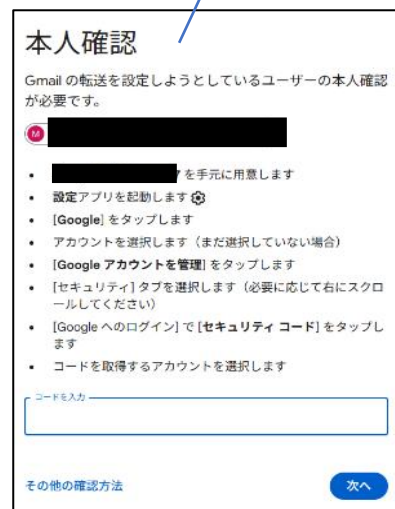
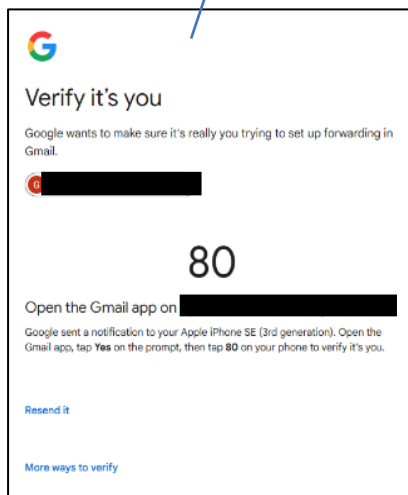
- **Example 1:** Tap the number displayed on the screen.

- **Example 2:** Enter the verification code.

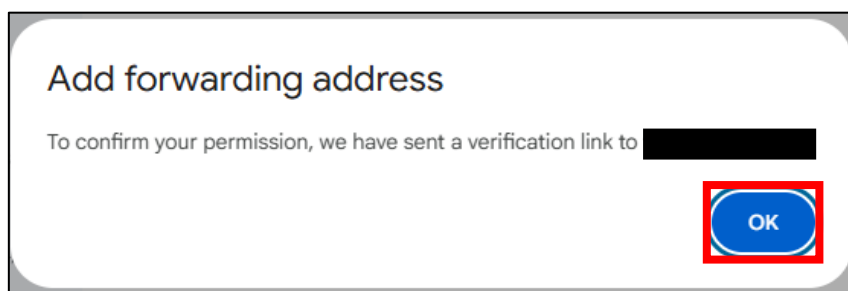


Identity Verification Screen (Example 1)

Identity Verification Screen (Example 2)



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



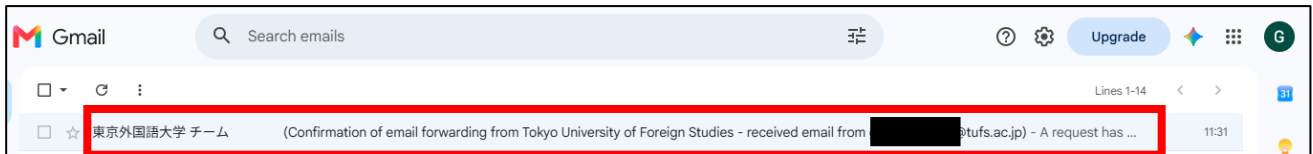
10. Open the following email in the mailbox that you specified as the forwarding destination in Step 7

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

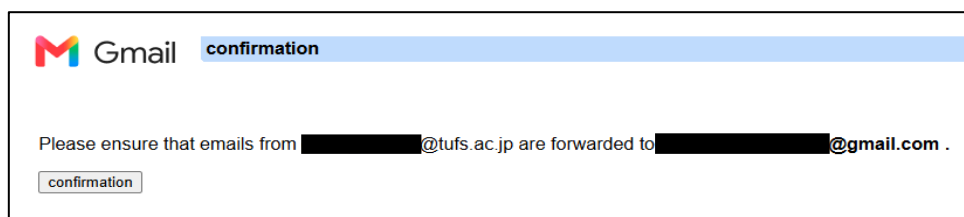
Subject: (Confirmation of email forwarding from Tokyo University of Foreign Studies - received email from ***@tufs.ac.jp)

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

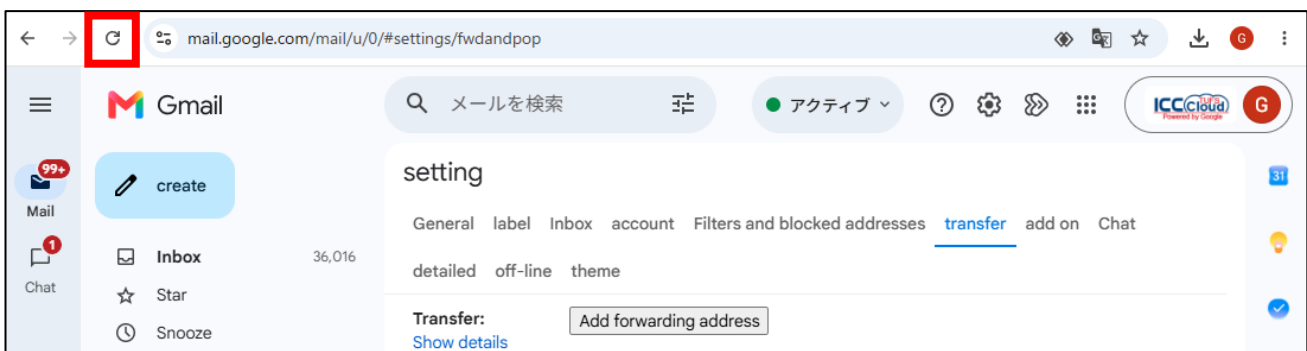
* The screen shown is an example of opening the confirmation email in a personal Gmail account.



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



12. 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".

