

How to Forward Your Child's Cottonwood Email Account

1. Click [Settings](#) at the top of any Gmail page, and open the **Forwarding and POP/IMAP** tab.
2. From the 'Add email address' drop-down menu in the Forwarding section, select 'Add new email address.'
3. Enter the email address to which you'd like your messages forwarded.
4. For your security, we'll send a verification to that email address.
5. Open your forwarding email account, and find the confirmation message from the Gmail team.
6. Click the verification link in that email.
7. Back in your Gmail account, select the 'Forward a copy of incoming mail to...' option and select your forwarding address from the drop-down menu.
8. Select the action you'd like your messages to take from the drop-down menu. You can choose to keep Gmail's copy of the message in your inbox, or you can send it automatically to **All Mail** or **Trash**.
9. Click **Save Changes**.