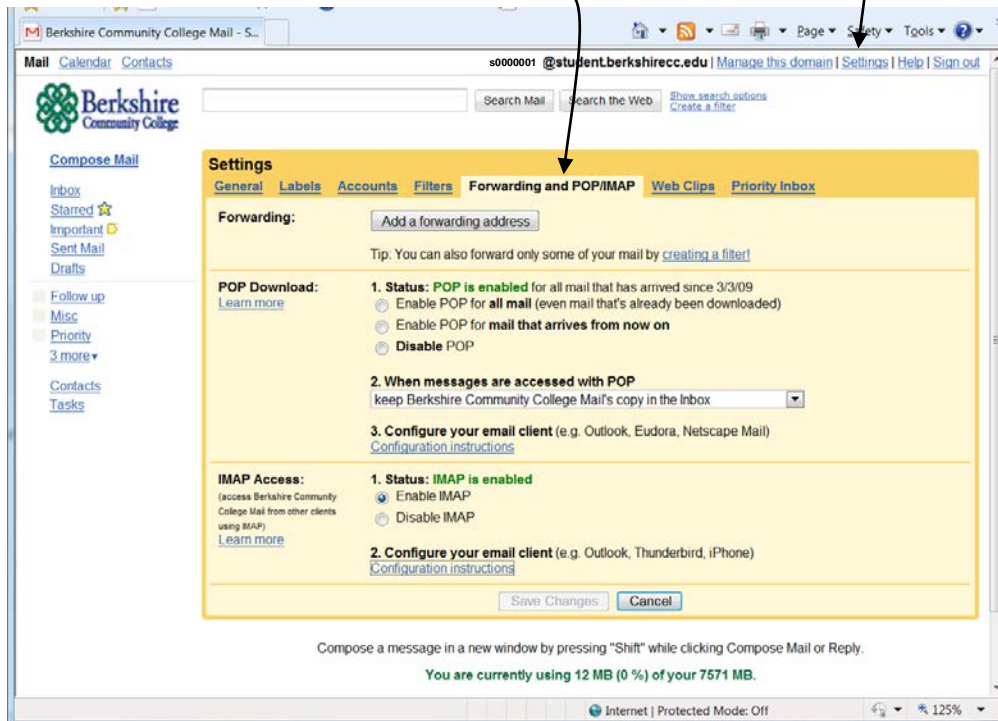


## How to forward your BCC gmail to a personal email account or smartphone:

1. Log into your gmail account from BCC's web page
2. Click on the **Settings** link in the upper right hand corner of the screen
3. Click on the **Forwarding and POP/IMAP** tab



### Forwarding:

1. Click on **Add a forwarding address**
2. Enter your personal email address
3. Click on the **Next** button
  - a. A confirmation code will be sent to verify permission
  - b. Click on the **OK** button
  - c. Open your personal email account
  - d. Open the email from your gmail
  - e. Click on the confirmation link in the email message
  - f. If it worked you'll see **Confirmation Successful**

### POP Download – DON'T USE THIS OPTION

### IMAP Access:

1. Make sure **Enable IMAP** is selected
2. Click on the **Configuration instructions** link to learn how to set up your Mail Clients, e.g. **Outlook Express**, or Mobile Devices, e.g. **iPhone**

For help please contact BCC's IT HelpDesk at 413-236-3004 or [stdavis@berkshirecc.edu](mailto:stdavis@berkshirecc.edu)