

HAWKMail

HACC, Central Pennsylvania's Community College

Powered by



How to Forward HAWKMail

IMPORTANT: HACC will ensure that HACC-generated emails are sent to HAWKMail. HACC is not responsible for emails forwarded from HAWKMail to another email account.

1. Go to <http://mail.hawkmail.hacc.edu> .
2. Enter your Username and Password.
3. Click the **Sign in** button.

Sign in to your account at HACC, Central Pennsylvania's Community College

Username:

Password:

Stay signed in

Sign in

[Can't access your account?](#)

Less spam, plenty of space and access from anywhere.

Welcome to your email for HACC, Central Pennsylvania's Community College, powered by Google, where email is more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

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4. Click the **gear icon** at the top of the page and choose **Mail Settings**.

Mail [more »](#) radownin@hawkmail.hacc.edu -

Mail settings

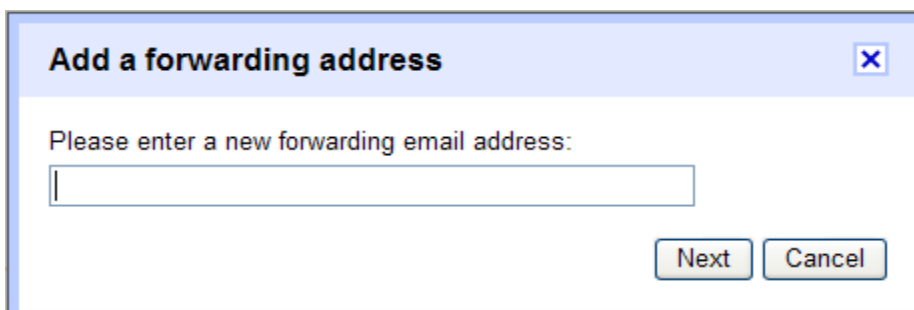
Mail help

5. Click the **Forwarding and POP/IMAP** tab.

Settings

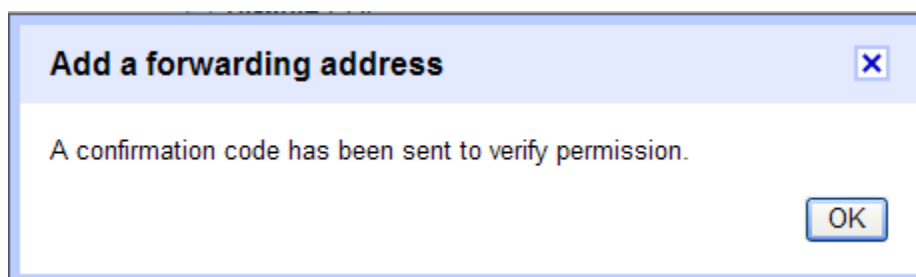
[General](#) [Labels](#) [Accounts](#) [Filters](#) **[Forwarding and POP/IMAP](#)** [Web Clips](#) [Inbox](#)

6. Select '**Add a forwarding address**'. Enter the email address to which you'd like your messages forwarded.




The dialog box is titled 'Add a forwarding address' and has a close button (X) in the top right corner. The main text reads: 'Please enter a new forwarding email address:'. Below this is a text input field. At the bottom right, there are two buttons: 'Next' and 'Cancel'.

7. For your security, a verification to that email address will be sent to the forwarding email address.



The dialog box is titled 'Add a forwarding address' and has a close button (X) in the top right corner. The main text reads: 'A confirmation code has been sent to verify permission.' At the bottom right, there is an 'OK' button.

8. Open your forwarding email account and locate the confirmation email from **HACC, Central Pennsylvania's Community College Team**. Open the email and click on the verification link in that email. If you click the link and it appears to be broken, please copy and paste it into a new browser window. A '**confirmation success**' message will display.
9. Back in HAWKMail, click the **Refresh** button  at the top of the page so the '**Adding a forward address**' confirmation displays.
10. Click the **Save Changes** button.

Settings

[General](#) [Labels](#) [Accounts](#) [Filters](#) **Forwarding and POP/IMAP** [Web Clips](#) [Inbox](#)

Forwarding:

Disable forwarding

Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:

[Learn more](#)

1. Status: POP is enabled for all mail that has arrived since 5/26/09

Enable POP for **all mail** (even mail that's already been downloaded)

Enable POP for **mail that arrives from now on**

Disable POP

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)

[Configuration instructions](#)

IMAP Access:

(access HACC, Central Pennsylvania's Community College Mail from other clients using IMAP)

[Learn more](#)

Status: IMAP is disabled

Enable IMAP

Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)

[Configuration instructions](#)