

# HAWKMail

## HACC, Central Pennsylvania's Community College

Powered by



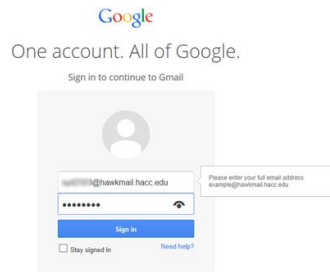
### How to Forward HAWKMail

**Important:** All HACC-generated emails are sent to the student's **HAWKMail** account. HACC is not responsible for emails forwarded from **HAWKMail** to another email account.


**HACC uses your HAWKMail to communicate important information and reminders. Please check it often!**

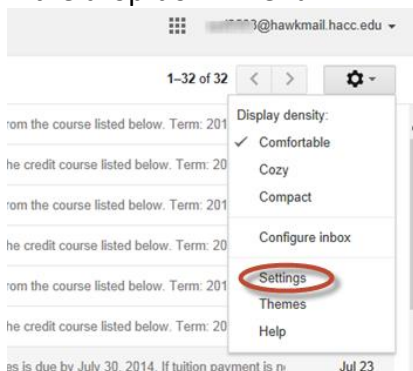
#### 1. Login to HAWKMail email.

- Go to <http://mail.hawkmail.hacc.edu>.
- Enter your full HAWKMail address.
- Enter your password.
- Leave the "Stay signed in" box unchecked.
- Click the "Sign In" button.



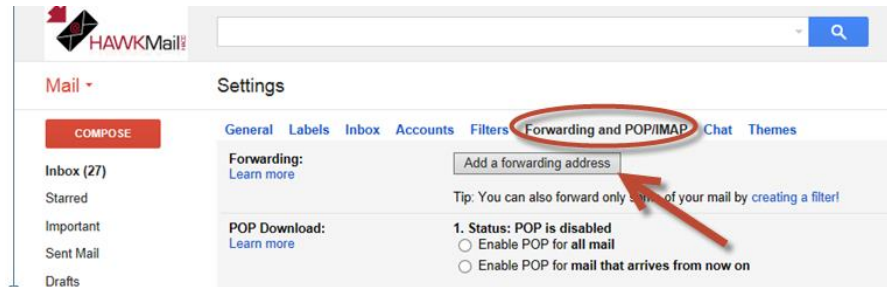
#### 2. Open the Mail Settings

- Click on the Settings (Gear) Icon  on the top right of the browser window.
- Choose Settings from the drop-down menu.

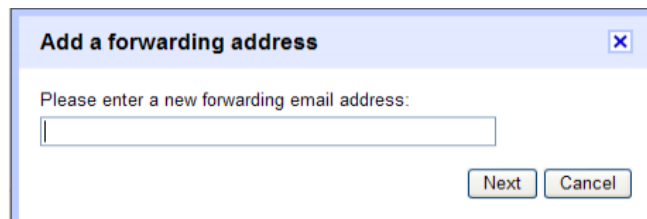


### 3. Set up the forwarding email address.

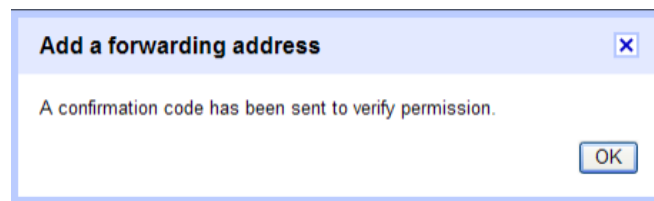
- Click on the Forwarding and POP/IMAP menu item.
- Click on the Add a Forwarding Address button.



- Enter the forwarding address in the pop-up dialog box, and click Next.



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



### 4. Verify you email account.

- Open your forwarding email account in another window.
- Locate and open the confirmation email from *HACC, Central Pennsylvania's Community College Team*.
- Click the verification link in the email. If the link is broken, copy and paste the URL into the address bar in a new browser window.
- A "Confirmation Success" message will appear.

### 5. Remember to save you setting changes.

- Return to your HAWKMail browser window, click the Refresh button for the "Adding a forward address" confirmation displays.
- Click on the Save Changes button.

The screenshot shows the HAWKMail interface. At the top left is the HAWKMail logo. Below it is a navigation menu with 'Mail' selected. The main content area is titled 'Settings' and has several tabs: 'General', 'Labels', 'Inbox', 'Accounts', 'Filters', 'Forwarding and POP/IMAP', 'Chat', and 'Themes'. The 'Forwarding and POP/IMAP' tab is active. It contains three sections: 'Forwarding' with an 'Add a forwarding address' button and a tip; 'POP Download' with a status of 'POP is disabled' and two radio button options; and 'IMAP Access' with a status of 'IMAP is disabled' and two radio button options. At the bottom of the settings area, there are 'Save Changes' and 'Cancel' buttons, with 'Save Changes' circled in red. The footer includes storage information (0% full, 0 GB of 30 GB), copyright information (©2014 Google), and a 'Powered by Google' logo.

**Help and Support:** Contact HACC's IT Support Center at 717 780-2570 (Monday-Thursday 8:00am to 8:00pm and Fridays 8:00am to 5:00pm) or email [supportcenter@hacc.edu](mailto:supportcenter@hacc.edu) or go to <https://mail.google.com/support/>.