GSU E-mail Forwarding Procedure

Step 1

- Go to www.student.gsu.edu
- Select “Email Login”

Step 2

- Enter your e-mail username and password.

If you do not remember either of these, select “Reset Password” to return the username and password to their original setting, which will be shown to you.

Step 3

- From the mailbox main screen, click on the options button, found at the top of the page.

The Options pop-up screen will open.
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Step 4

- From the pop-up screen that appears, select the “Mailbox Management” link at the top of the window.

Step 5

- Under “Forward All New Messages”, change the first radio button from “no” to “yes”.
- In the “Forward to:” box, enter the e-mail address you want messages forward to.