

From your vttrio mailbox, click on the Gear on the right side and select “Settings” from the drop down menu.

The screenshot shows a Gmail interface in a web browser. The address bar displays 'https://mail.google.com/mail/via/#inbox'. The left sidebar contains navigation links: 'Mail', 'COMPOSE', 'Inbox', 'Starred', 'Sent Mail', 'Drafts (1)', and 'More'. The main inbox area shows a list of emails, all from 'me' with the subject 'Your UB Raffle Number'. The top right of the inbox shows '1 of 6' and a gear icon. A red box highlights the gear icon and the settings menu that appears, with 'Settings' selected. The settings menu includes options: 'Display density', 'Comfortable' (checked), 'Cozy', 'Compact', 'Configure inbox', 'Settings', 'Themes', 'Send feedback', 'Help', and 'Gmail Setup (10%)'. Below the inbox, there are setup progress indicators for 'Account Created' (100%), 'Set a signature', and 'Change profile image'. At the bottom, there is a storage status '0 GB (0%) of 30 GB used', a 'Privacy Policy' link, and a 'Last account activity' timestamp.

1 of 6

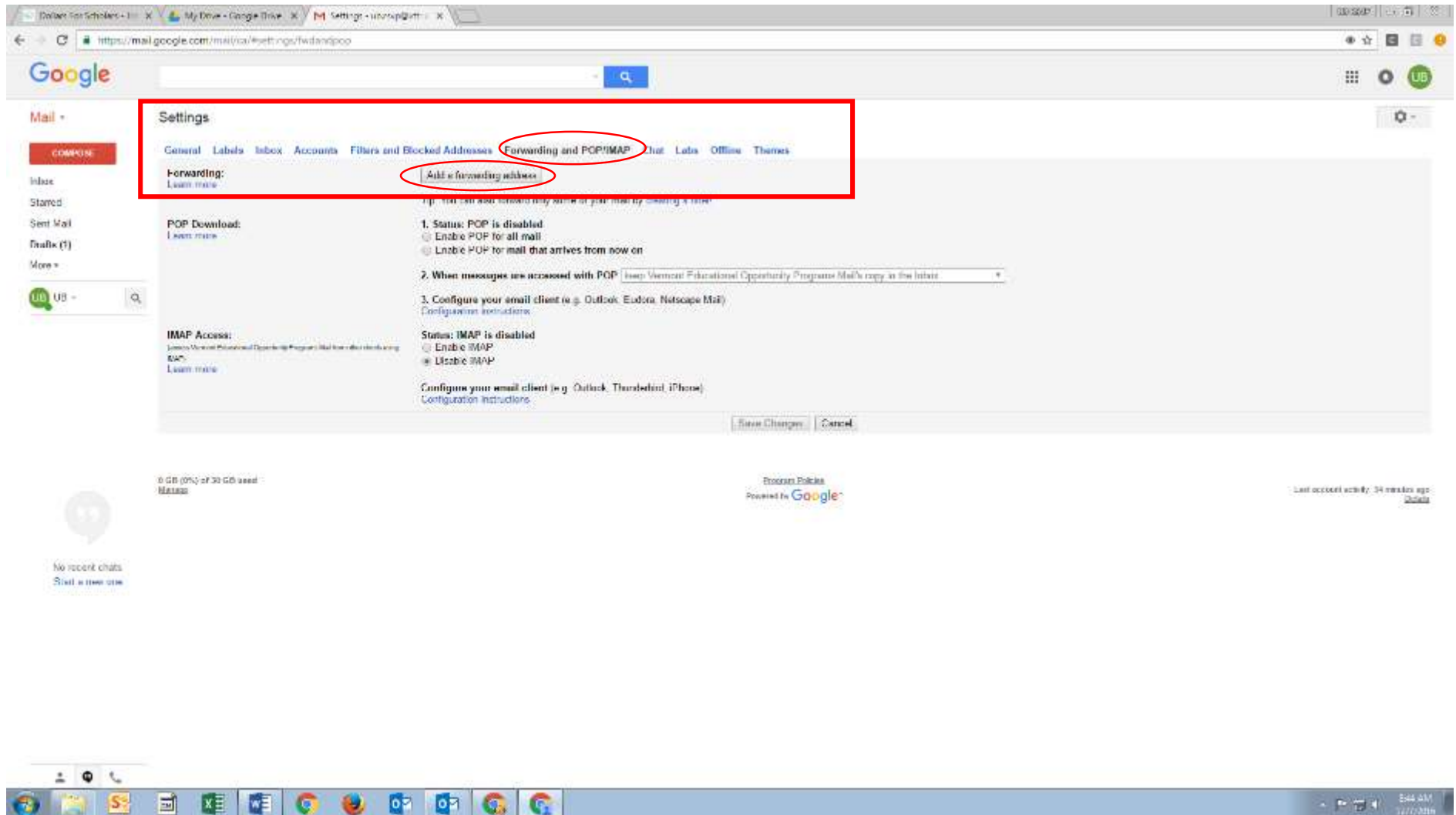
- Display density
- ✓ Comfortable
- Cozy
- Compact
- Configure inbox
- Settings
- Themes
- Send feedback
- Help
- Gmail Setup (10%)

0 GB (0%) of 30 GB used
Manage

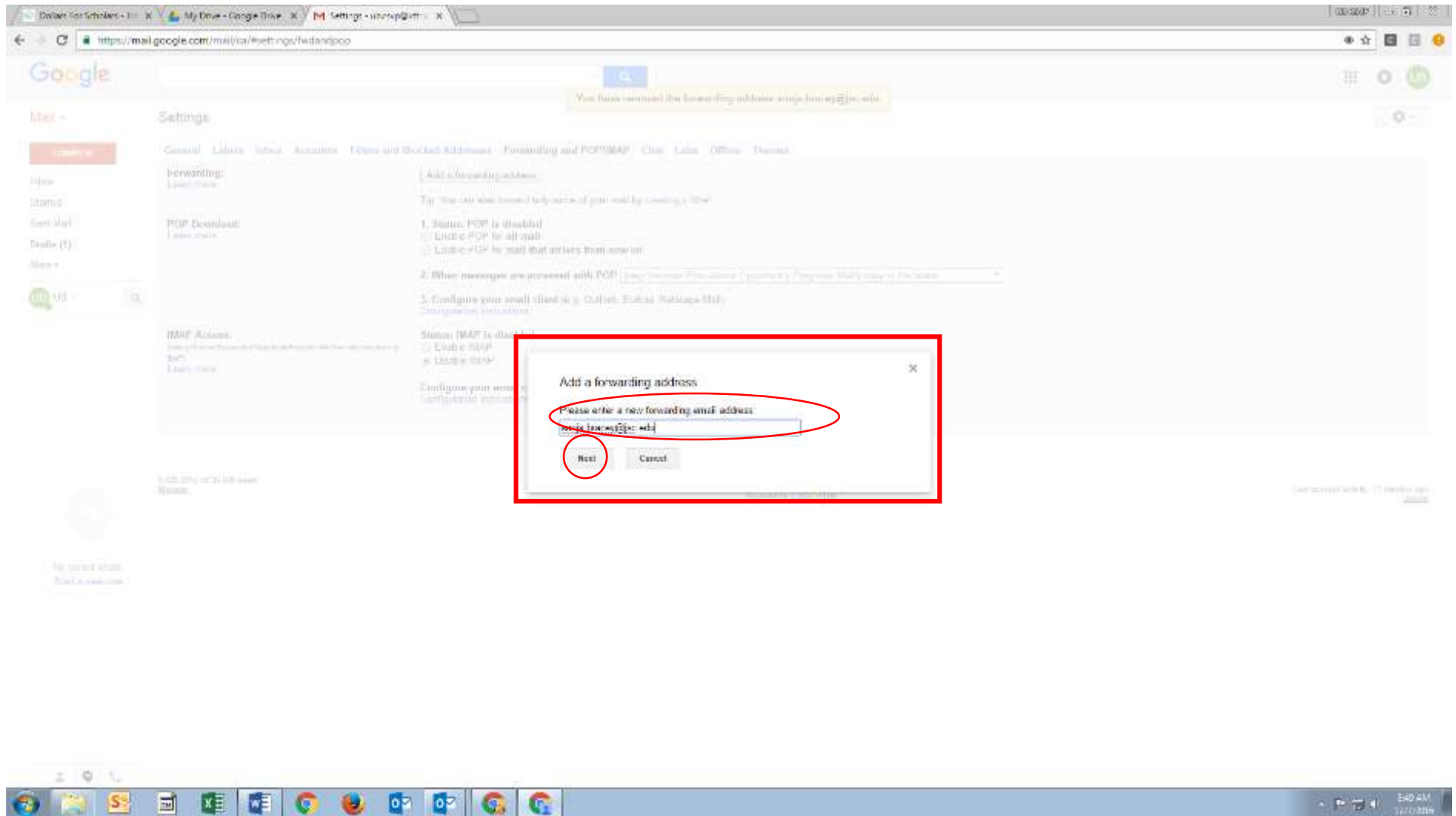
Privacy Policy
Powered by Google

Last account activity: 16 hours ago
[Details](#)

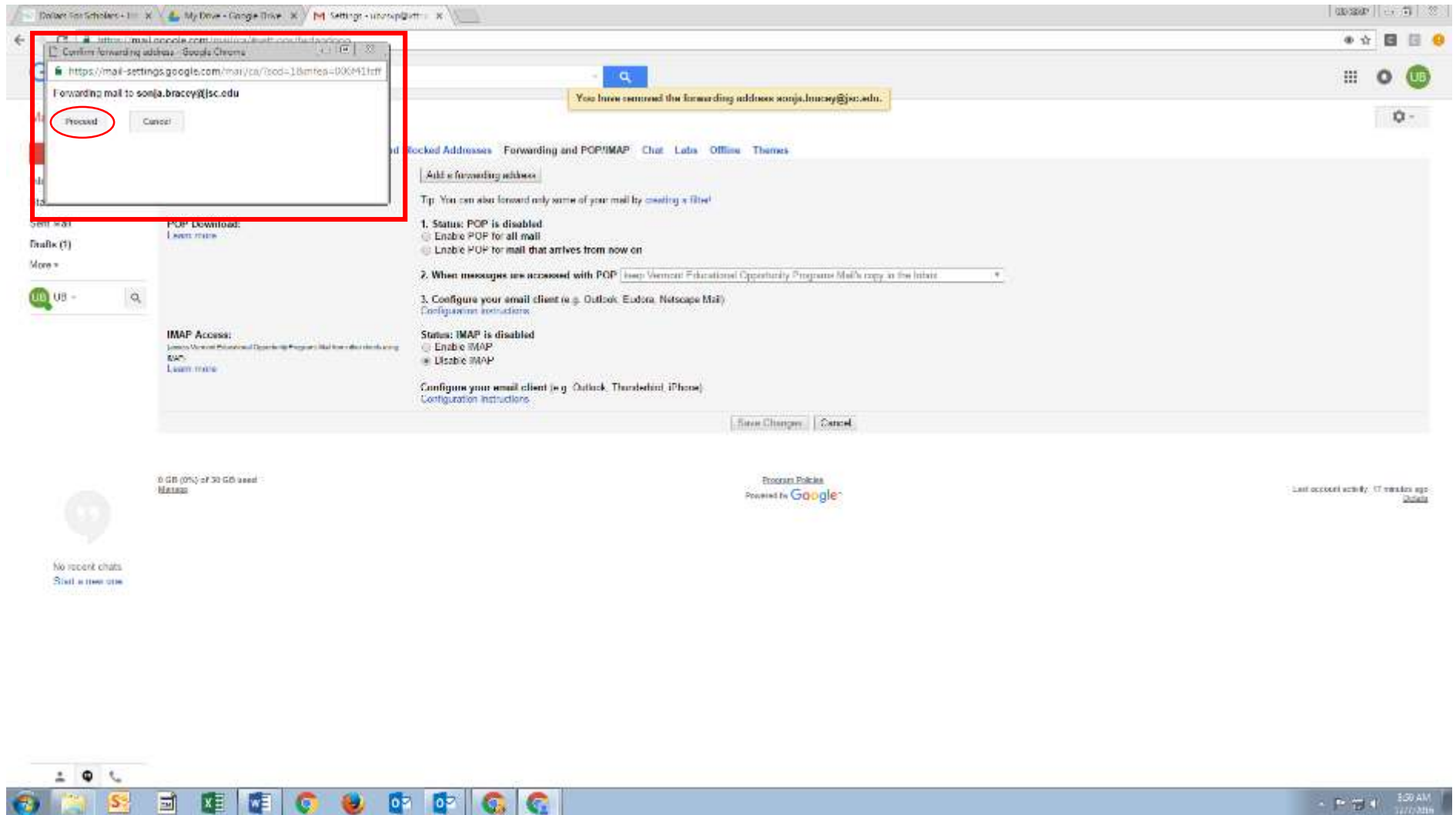
From the Settings menu, select the “Forwarding and POP/IMAP” tab. Click on the “Add a forwarding address button”.



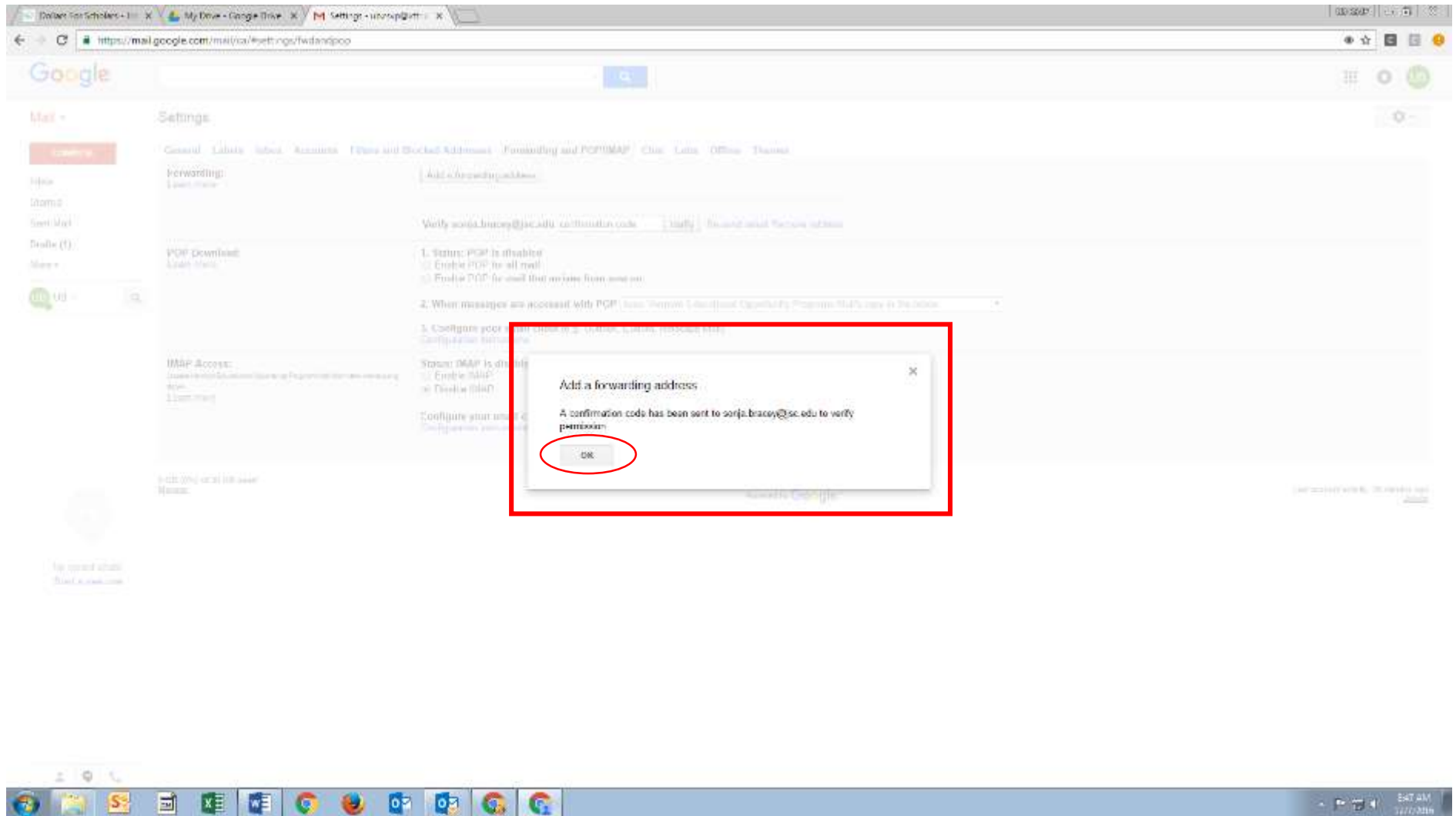
In the “Add a forwarding address” pop-up box, Enter the email address you want to forward your vttrio email to, then click the “Next” button.



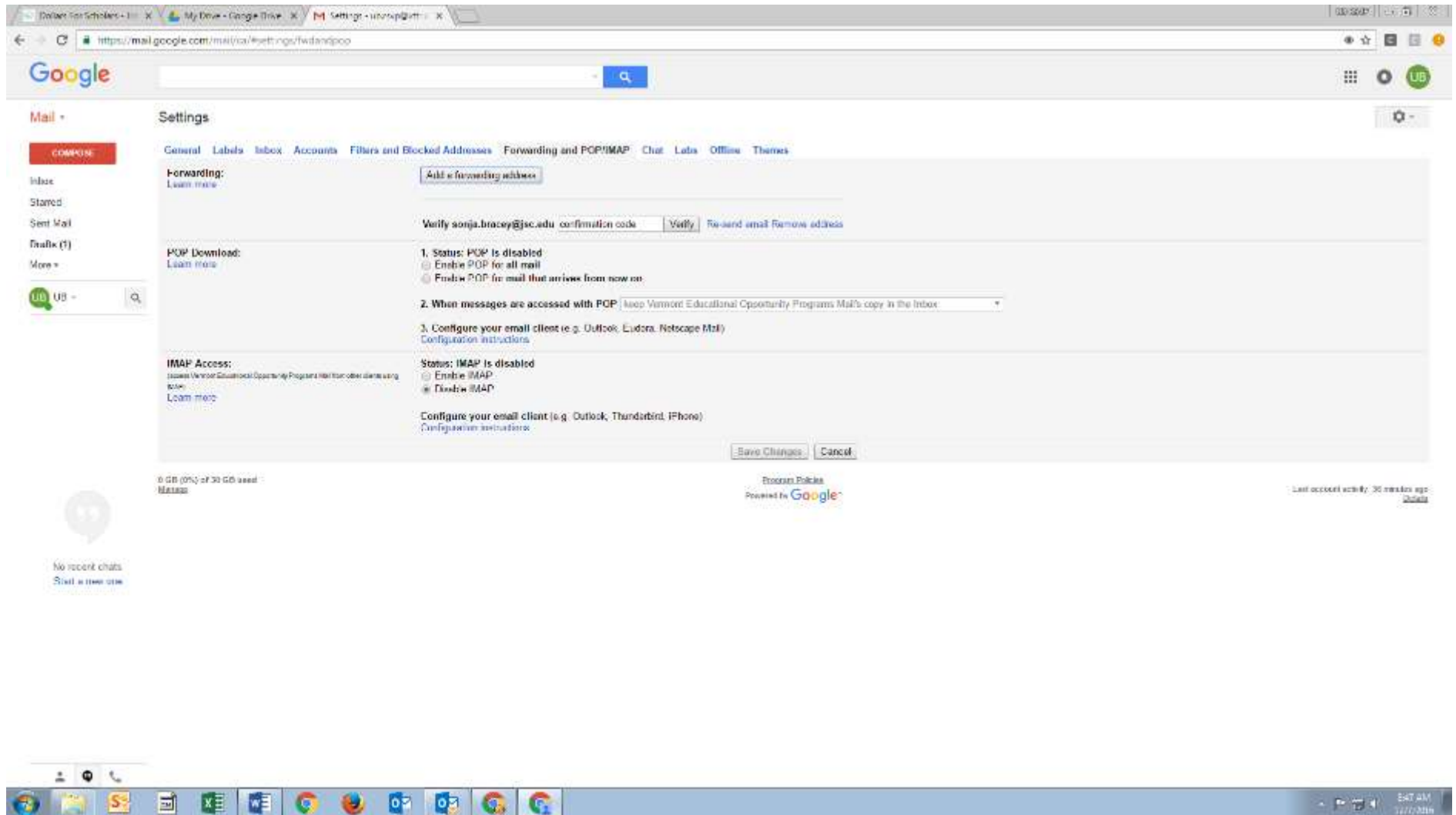
In the “Confirm forwarding address” pop-up box in the upper left, click “Proceed”.



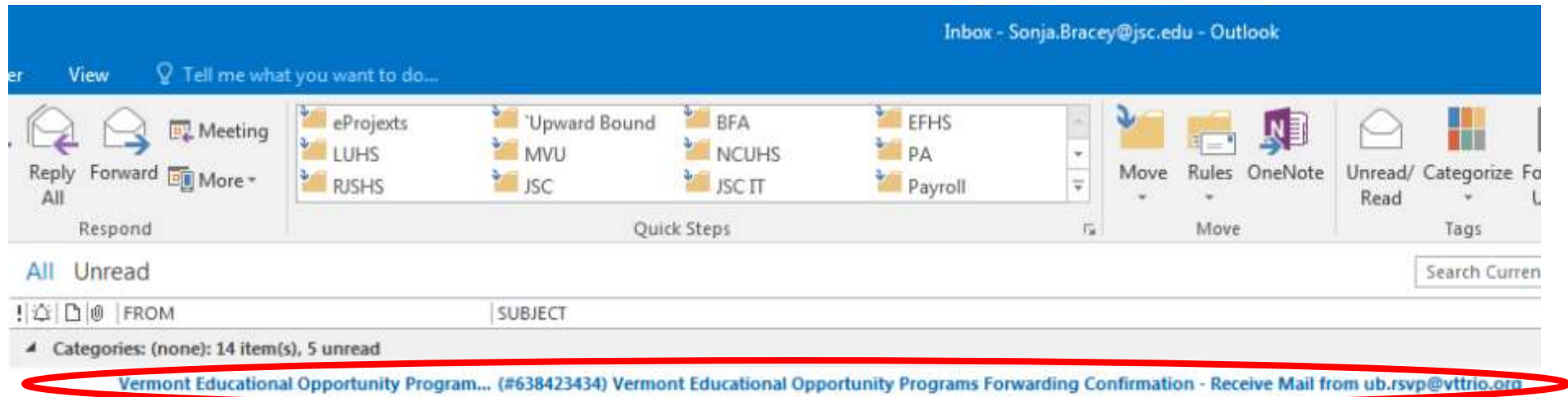
A confirmation code will be sent to the email address that you'd like to RECEIVE emails from your vttrio account. In the "Add a forward address" pop-up box, click "OK".



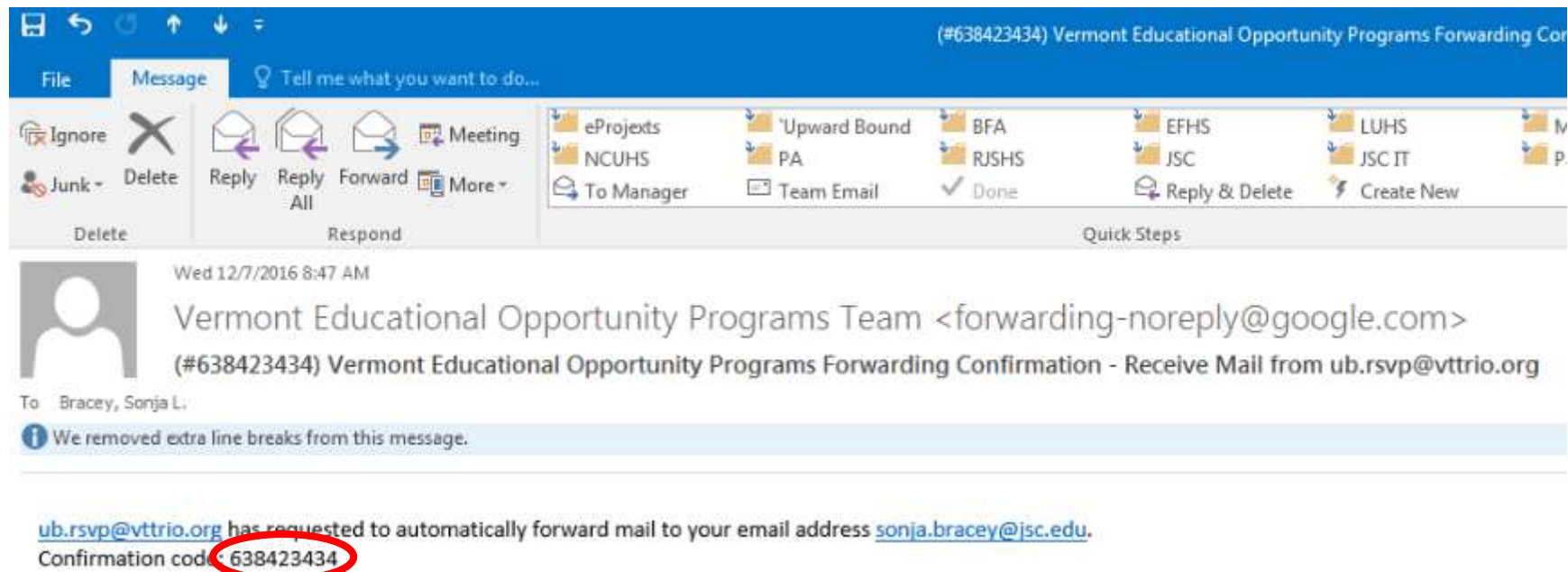
The forwarding address area should look like this:



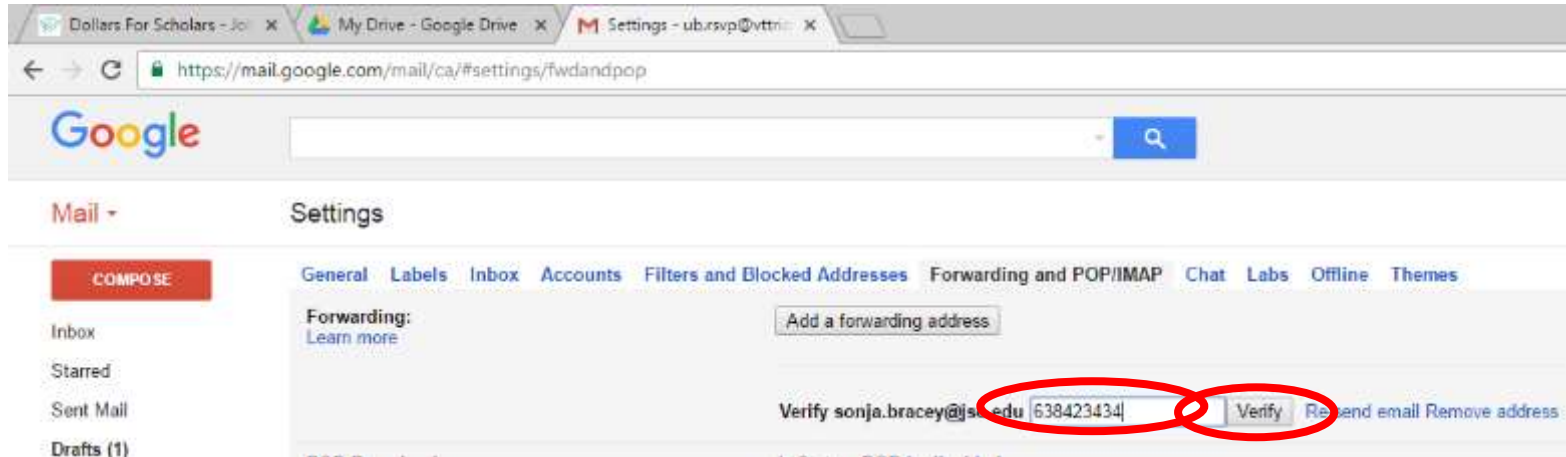
Navigate to the inbox for the email address you want to RECEIVE emails from your vttrio account and open the email from Vermont Educational Opportunity Programs Team with the subject containing "...Receive Mail from <your vttrio email address>"



Open the email and copy the verification code.



Return to your vttrio mailbox > Gear/Settings > Forwarding POP/IMAP tab and paste or enter the verification code in the box provided, then click the “Verify” button.



A confirmation banner will appear at the top of the screen.

