The following instructions will assist you in checking your current email forwarding and making changes to ensure you are using the UW email system.

**UW Email setup**

1. **Go to MyUW:** [http://myuw.uw.edu/](http://myuw.uw.edu/)
2. **Click “login with your UW NetID”**
3. **Enter your UW NetID and Password** and then click the login button. (If you have forgotten your password, there is a “forget your password” link on the right).

4. Once you are logged in to MyUW, **click on “My Account” in the upper right hand corner of the screen.**

5. If you have not signed up for one of the UW cloud email services, do so now. You do not have to sign up for both, just one.

The sign up process for UW Google will walk you through 4 steps.

- **Step 1** – Agree to the Appropriate Use Guidelines by checking the “I agree” box.
- **Step 2** – Set your password... ○ UW Google: you do not have to change anything here.
• Step 3 – This is where you configure your email forwarding. Select YES!

![Step 3: Configure Email Forwarding](UW Google)

- Change **jtacoma@u.washington.edu** and **jtacoma@uw.edu** email delivery to
- **Yes,** deliver to **UW Google Apps inbox**
- **No,** do not change delivery setting.

Select YES!

• Step 4 – Select how you would like your name to be displayed. (Full-name is best).

To complete the sign up process, click on “Sign up”

**Double check your forwarding**

Please double check that your email is forwarded to your UW Google or UW Windows Live account by going back to your “My Account” page. Under “Basic Settings” you should see that your UW Email is being forwarded to either UW Google or UW Windows Live.

![Welcome Julius | My Account | Help | Log Out](UW Google)

**How to check your mail**

You can check your mail in MyUW in the “email “box on your front page. In the Email box, click on “check UW Google Apps Email via Gmail” You may have to reload the email box (see below).
If you do not have an email box, click on “add content” and add it to your MyUW page. (look around a little because the boxes on your front page are drag and drop, so it could be anywhere on the page).

Find it in the list on the page that comes up and then click on the add button on the left...

**If you do not see this option in your list, click on the “reload” button in the upper right corner and check again.

Return to your front page by clicking on the “MyFrontPage” link in the left navigation menu.
Accessing old email

If you have been using a personal account, UW Google up until this change, you will have to access those old emails by going back into that mail system through MyUW or your personal email. Any messages that you want to move into UW Google will have to be forwarded one by one. For help with this, contact the helpdesk at 692-4357.