BLOOMFIELD COLLEGE of
MONTCLAIR STATE UNIVERSITY

Auto-Forwarding Your Bloomfield.edu Email to your Montclair.edu Email Address and Setting an Auto-Reply

1. On your computer, open a web browser and log into **gmail.com** using your bloomfield.edu account.

2. In the top right corner of the Gmail window, click Settings ⚙ › **See all settings.**

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

4. In the "Forwarding" section, click **Add a forwarding address**.

5. Enter your **<netid>@montclair.edu** email address as the address to forward messages to.

6. Click **Next** › **Proceed** › **OK**.

7. A verification message will be sent to your **@montclair.edu** email address. Click the verification link in that message.

8. Go back to the settings page for your **bloomfield.edu** Gmail account and refresh your browser.

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

10. In the "Forwarding" section, select **Forward a copy of incoming mail to**.

11. Choose what you want to happen with the emails that arrive at your **@bloomfield.edu** account and are now being forwarded to your **@montclair.edu** account . We recommend selecting "Delete Bloomfield College copy" - this will prevent duplicates of forwarded messages from accumulating in your **bloomfield.edu** Inbox.

Next, set up an auto-reply message telling senders that your email address has changed:

12. Click the **General** tab in the settings window

13. Scroll down to the bottom of the page to the "Vacation responder" section (see screenshot below)

14. Select the "Vacation responder on" radio button.

15. Select today's date in the "First day:" box

16. (optionally) Leave the "Last day:" blank to keep the auto-reply on indefinitely.

17. Compose a Subject and Message for your auto-reply indicating your new @montclair.edu email address

18. At the bottom of the page, click **Save Changes**.

Vacation responder:
(sends an automated reply to incoming messages. If a contact sends you several messages, this automated reply will be sent at most once every 4 days)
Learn more

○ Vacation responder off

◉ Vacation responder on

First day: April 5, 2024   ☐ **Last day:** (optional)

Subject: My email address has changed

Message:

Fixed Wid... ▾   TT ▾   **B**   *I*   U̲   A ▾   ⸺   ▭   ≡ ▾   ≔   ≔   ⇥   ⇤   ❞   X̶

« Plain Text

Note that my email address has changed to:

    smithj@montclair.edu

Your message will be automatically forwarded to my new address but please update your contact information for me accordingly.

Thank you,

John Smith

☐ Only send a response to people in my Contacts

☐ Only send a response to people in Montclair State University

Save Changes   Cancel