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.