

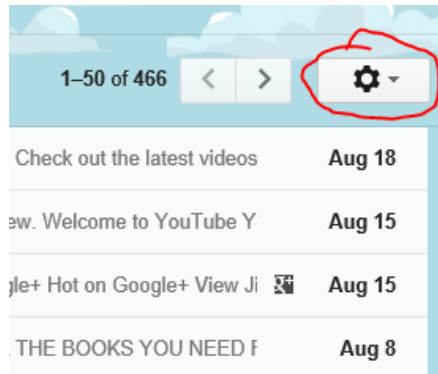
How to set your VCCS email to Forward to your PHCC Email (Full-time Employees only)

Go to myPHCC

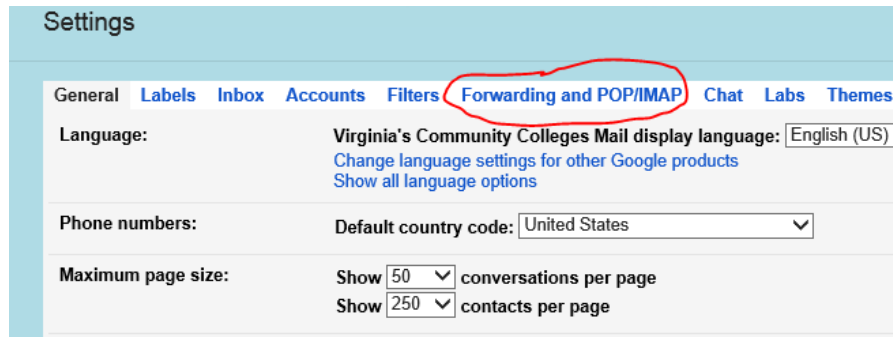
Choose Gmail



Click on the Settings icon on the far right side



Choose Forwarding and Pop/IMAP



Set the Forwarding information

Forwarding:
[Learn more](#)

Disable forwarding

Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:
[Learn more](#)

1. Status: **POP is enabled** for all mail that has arrived since 5/11/10

Enable POP for all mail (even mail that's already been downloaded)

Enable POP for mail that arrives from now on

Disable POP

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access Virginia's Community Colleges Mail from other clients using IMAP)
[Learn more](#)

Status: **IMAP is enabled**

Enable IMAP

Disable IMAP

When I mark a message in IMAP as deleted:

Auto-Expunge on - Immediately update the server. (default)

Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IMAP folder:

Archive the message (default)

Move the message to the Trash

Immediately delete the message forever

Folder Size Limits

Do not limit the number of messages in an IMAP folder (default)

Limit IMAP folders to contain no more than this many messages

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

We strongly suggest that you keep a copy of the VCCS mail in the Inbox.

Then Save Changes.

All mail sent to your VCCS account will now be forwarded to your PHCC Account.