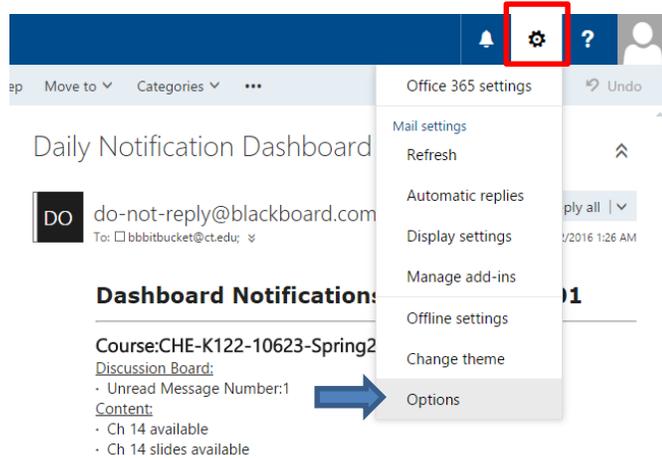


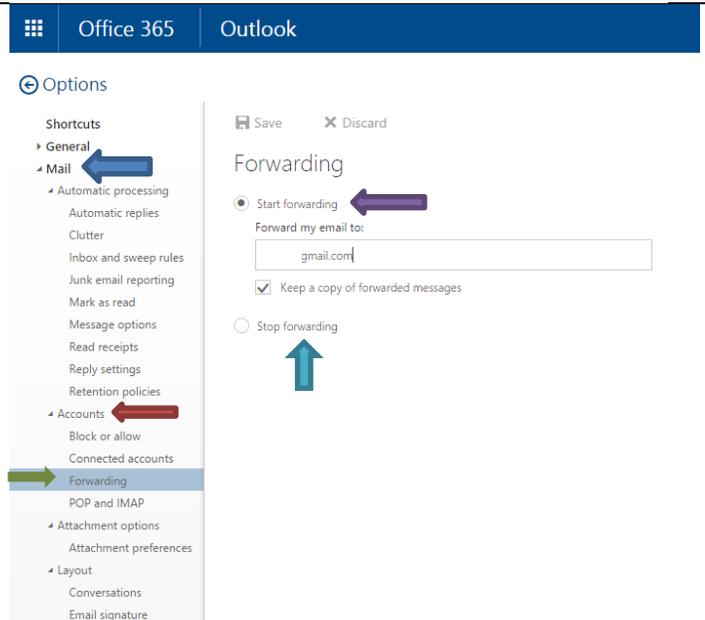
How to forward your student e-mail

To forward your e-mails from your student e-mail account to a different e-mail, take the following steps.

1. Log in to your student e-mail account. Once there, go to the top right of the page and click on the *Gear Icon*. This will open a drop down menu. On the menu, click *Options* it should bring you to the mail options page.



2. On the mail options page, click the *Mail* tab, then *Account*, and finally click *Forwarding*. On the forwarding menu, click on the option labeled *Start forwarding*. The box should then let you input your preferred e-mail address you wish to forward to. You can also keep a copy of the forwarded e-mails on your student e-mail account by checking *Keep a copy of forwarded messages*. If you did not want to forward the e-mails just simply click on the *Stop forwarding* option.



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3. Once satisfied, click on the *Save* icon at the top to save your changes.

The screenshot shows the Outlook interface with the 'Options' pane open. The 'Forwarding' section is selected in the left-hand menu. In the main pane, the 'Save' button is highlighted with a red box. The 'Forwarding' settings are as follows:

- Buttons: Save (highlighted), Discard
- Section: Forwarding
- Radio buttons: Start forwarding (selected), Stop forwarding
- Text field: Forward my email to: gmail.com
- Checkboxes: Keep a copy of forwarded messages (checked)