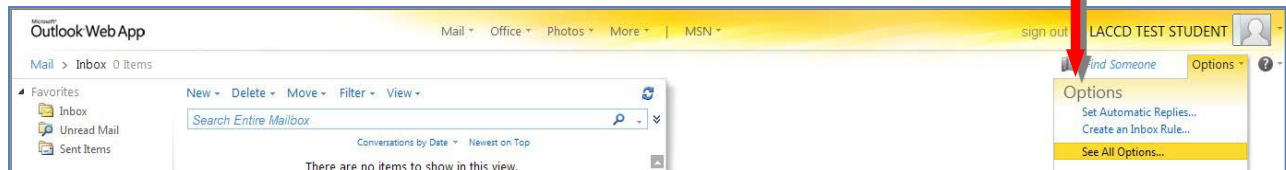


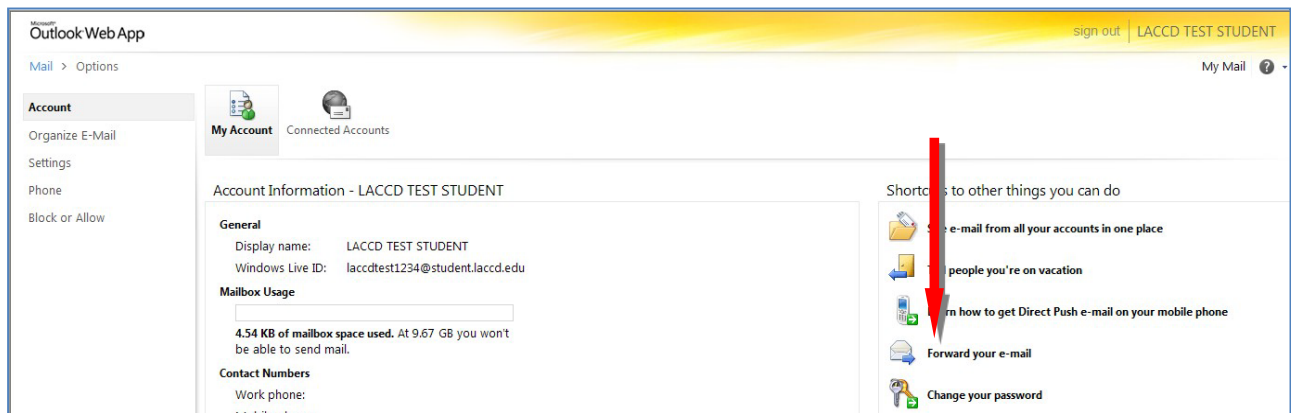
# HOW TO FORWARD EMAIL TO ANOTHER ACCOUNT

You have the option to **Forward** your student email to a personal account. Be sure to check that your emails are forwarding successfully, as you may have to configure your personal account settings.

1. At the top right of your home page, click **Options, See All Options**.



2. In the right column, click **Forward your email**



3. Under **Forwarding**, enter the **Email address** where you would like messages forwarded

