Enabling the Auto-Forwarding Feature

Student Guide to E-Mail – College of DuPage

Your student e-mail account has an automatic forwarding feature that you can use to forward all incoming messages to another e-mail account.

Use the following steps to set up the Auto-Forwarding feature:

1. Log into you student e-mail account.
2. Open the options menu by clicking on the gear icon in the upper, right corner of the page.
3. Click on “Options.”
4. Click on the “account” tab along the left side of the page.
5. Click on the “connected accounts” tab along the top of the page.
6. Enter the e-mail address you wish to forward your incoming messages to in the “Forward my email to:” field.
7. Click the “start forwarding” button to enable the feature.