



HOW TO:

FORWARD STUDENT EMAILS TO ANOTHER
ACCOUNT

We DO NOT recommend doing this. When the incoming messages are forwarded to another mailbox, we cannot guarantee the messages will make it to the other mailbox (email address). This is due to the fact the other mailbox is on another mail server other than Office 365. There could be issues that prevent the messages from getting to their destination.

Hello Spiderman



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1. Log into your MyJU portal and go to your email



2. Once inside your email, go into your “settings”

3. In your settings, select “forwarding” then “enable forwarding” and proceed to fill out the information to where you want your emails to go.

4. “save” as soon as you finish

The screenshot displays the Outlook settings interface. On the left, the 'Settings' sidebar is visible with a search bar and categories: General, Mail, Calendar, and People. Under the 'Mail' category, the 'Forwarding' option is highlighted with a red circle. The main content area is titled 'Forwarding' and includes a close button (X) in the top right corner. Below the title, there is a heading 'You can forward your email to another account.' followed by a checked checkbox labeled 'Enable forwarding', which is also circled in red. Below this, there is a text input field labeled 'Forward my email to:' with the placeholder text 'Enter an email address'. At the bottom of the settings pane, there is an unchecked checkbox labeled 'Keep a copy of forwarded messages'. At the very bottom of the window, there are two buttons: 'Save' and 'Discard', with the 'Save' button circled in red.