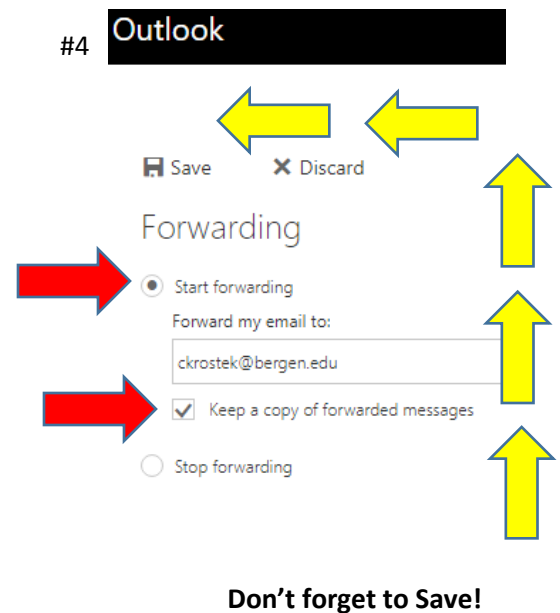
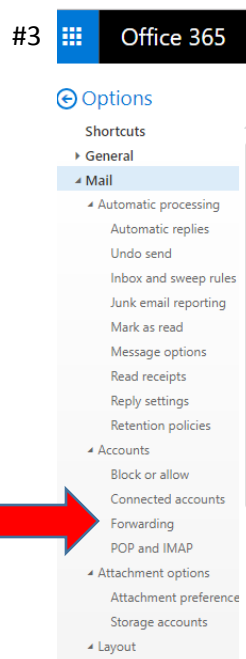
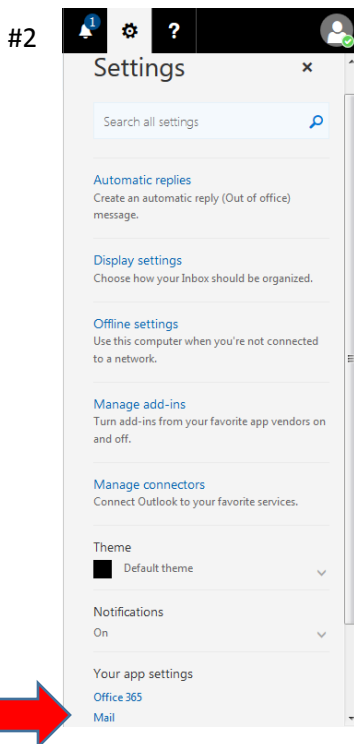
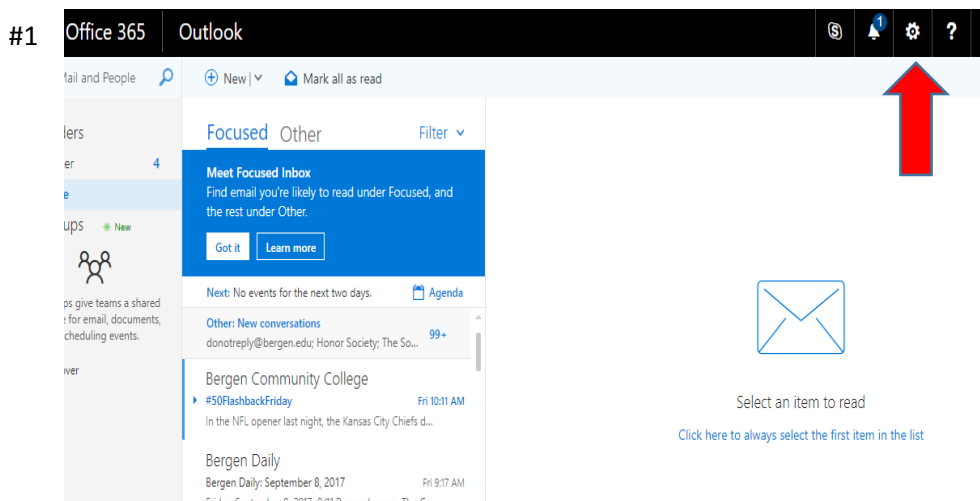


How to Forward Your Student Email to Your Personal Email Account

If you don't have the time to read both your student and personal email, you may miss critical emails from the Office of Financial Aid, the Bursar's Office, and others. It is very easy to forward your student email to your personal email account by following the steps below:

1. Login to your Outlook Office 365 student email account and click on the gear icon at the top of the page on the right side of the screen to access "Settings".
2. Under Settings, scroll down to "Your app settings" and click on "Mail".
3. Under Office 365 on the left side of the screen, you will see Options. Under Options, scroll down to "Mail". Click on "Mail" and under "Accounts", click on "Forwarding".
4. Click on "Start Forwarding" and in the box below, type the email address where you want your email forwarded. Check the box to keep a copy of your forwarded email and click on "Save".



*To stop forwarding your email check the "Stop Forwarding" box.