

How Can I Forward Emails Sent to My School Email Account to Another Email Address?

1. Login to your email account normally using this web address <http://mail.artist.unca.edu>
2. Click the **Options** link in the top right hand corner of your browser window.



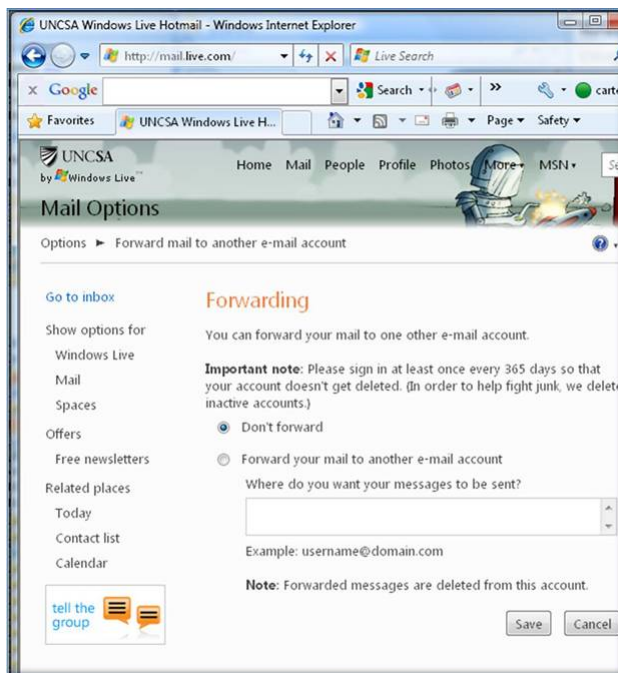
3. Then click **More Options** at the bottom of the list in the drop down menu.



4. Then click the **Forward mail to another account** hyperlink in the list below Manage your account.



5. Then click the **Forward your email to another e-mail account** radio button, and type in the email address you would like to forward to, and then click the **Save** button.



* As always be sure to call or email the UNCSA Helpdesk at (336) 770-3300 or helpdesk@uncsa.edu if we can offer you any assistance!