



CIE

## The Center for Instructional Excellence




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### How To Have Mail Forwarded to an External Account

This page will tell you how to have your mail forwarded to an external account.

#### STEP 1:

First step is to login to WebCT then you want to enter the class the student is enrolled. Once you have entered the class you want to have the mail forwarded from click the "Mail" icon.



#### STEP 2:


Next, click on "Message Settings" at the top of the page.



**STEP 3:**

Now check the "Forward my mail to:" box and the "Allow users to forward" box.

**Message Settings**


Mail forwarding:  Allow users to forward a copy of WebCT mail to an external account.  
  Forward my mail to:

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**STEP 4:**

Then type the e-mail address you want your mail to be forwarded to.

**Message Settings**


Mail forwarding:  Allow users to forward a copy of WebCT mail to an external account.  
 Forward my mail to:  

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**STEP 5:**

Then click "Update."

Length of subject:  [ ]  
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