

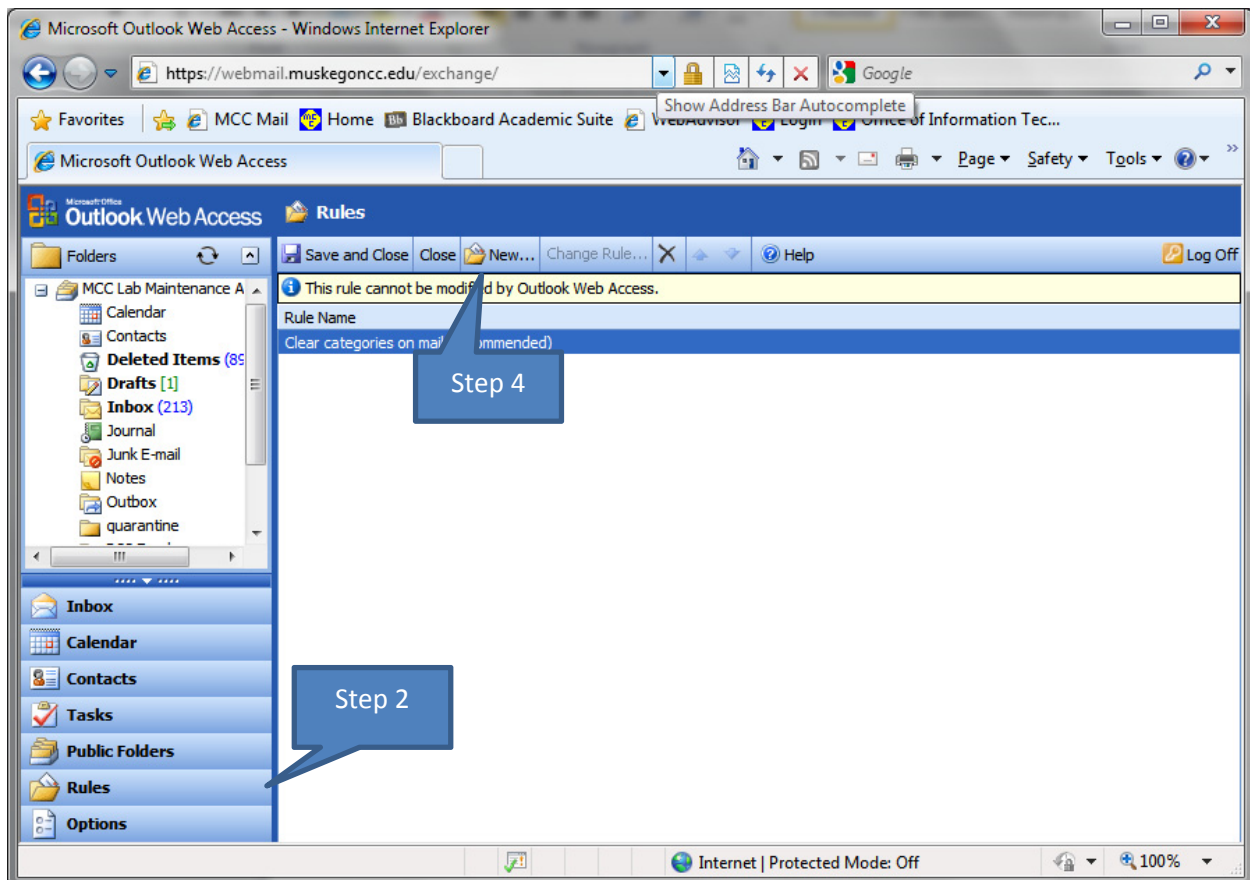
HOW TO FORWARD YOUR MCC EMAIL

Requirements:

- Internet access from home or on campus using Microsoft Internet Explorer.

Procedure:

1. Open Microsoft Internet Explorer (Firefox and other internet browsers do not support all functions of Web Access Email).
2. Log in to your Web Access Email account.
3. In the lower left corner, select "Rules."
4. Click on "New" near the top of the window.



5. At the bottom of the Edit Rule page select “Forward it to.”
6. Enter the email address you wish to forward the email to.
7. To prevent your inbox from becoming full, you can uncheck “Keep a copy in my inbox;” however, doing this will delete all incoming mail from your MCC email account after it is forward to your other email address.
8. In the top left corner of this page click “Save and Close.”
9. Your email will now be forwarded. Note that email which is forwarded will appear as if it has been sent from your MCC email account rather than the person who originally sent it to you. You will have to open the messages to see who they are from.

Step 8

Step 6

Step 7

Step 5