

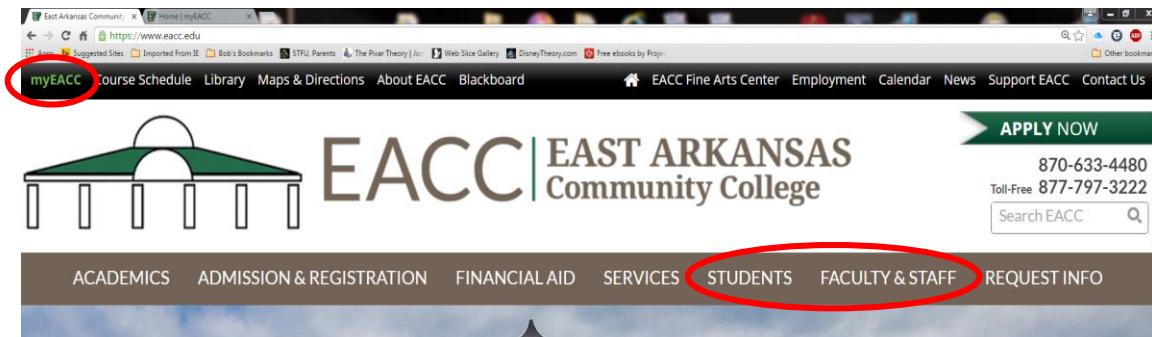
FORWARDING YOUR EACC E-MAIL TO AN EXTERNAL ACCOUNT

If you wish to forward your EACC e-mail to an external e-mail account (Hotmail, gMail, Yahoo, etc.), use the following instructions:

CAUTION:

- Be sure you enter the address to which you are forwarding your e-mail correctly. EACC cannot recover e-mail sent to an external account.
- If you are a student, remember that your EACC e-mail account will be deleted at the end of each semester. E-mail sent to your EACC account will not be forwarded after your EACC account is deleted.
- EACC is not responsible for lost or misdirected e-mail due to forwarding.

1. Sign in to your EACC e-mail account using the Outlook Web App by going to the EACC home page and clicking the "EACC Email" link on either the "STUDENTS", "FACULTY & STAFF", or "myEACC" tab. If you choose the "myEACC" tab, it is not necessary for you to sign in to myEACC.

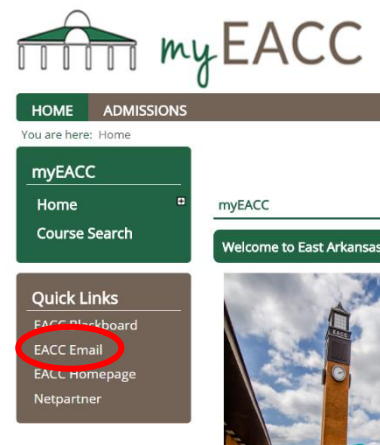


STUDENTS

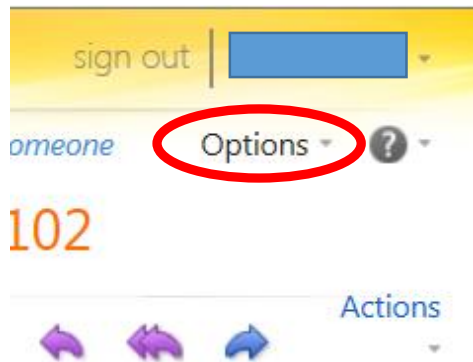
Academic Advising
Blackboard
Career / Transfer Services
Career Pathways
Counseling
Disability Services
EACC Email
Excessive Absence Policy

FACULTY & STAFF

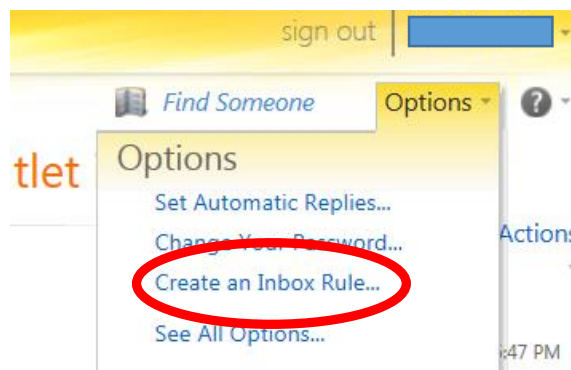
About myEACC
Blackboard
Campus Directory
EACC Email



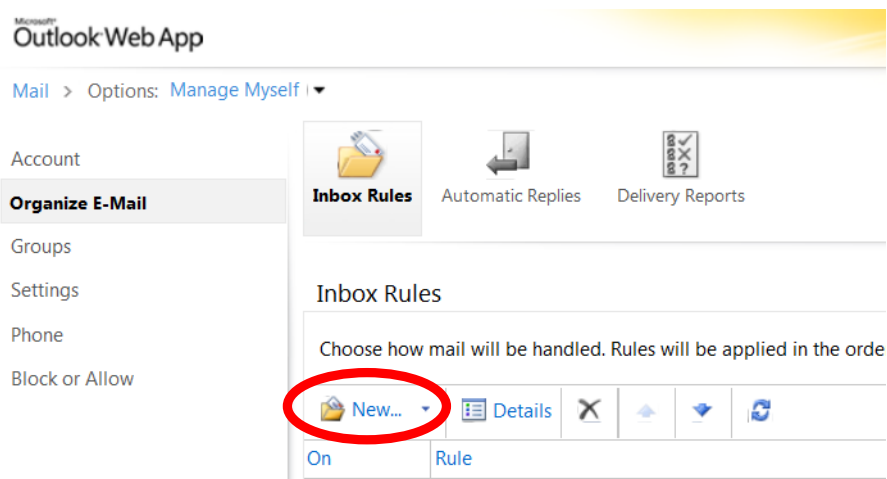
2. After you sign in to Outlook Web App, click **Options**.



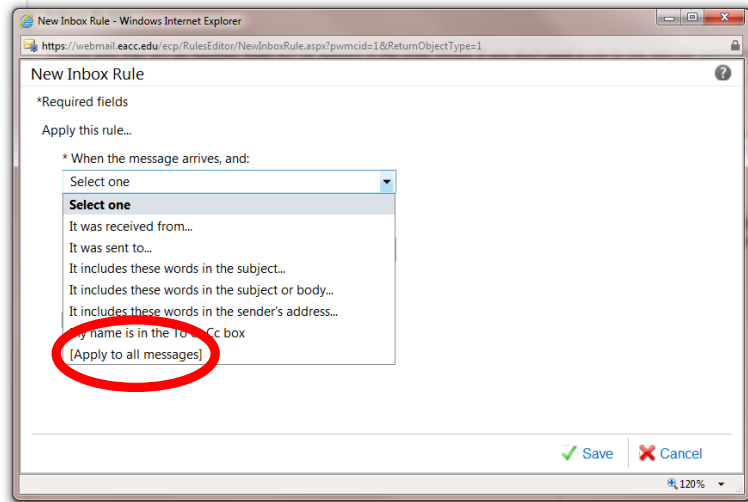
3. Click **Create an Inbox Rule**.



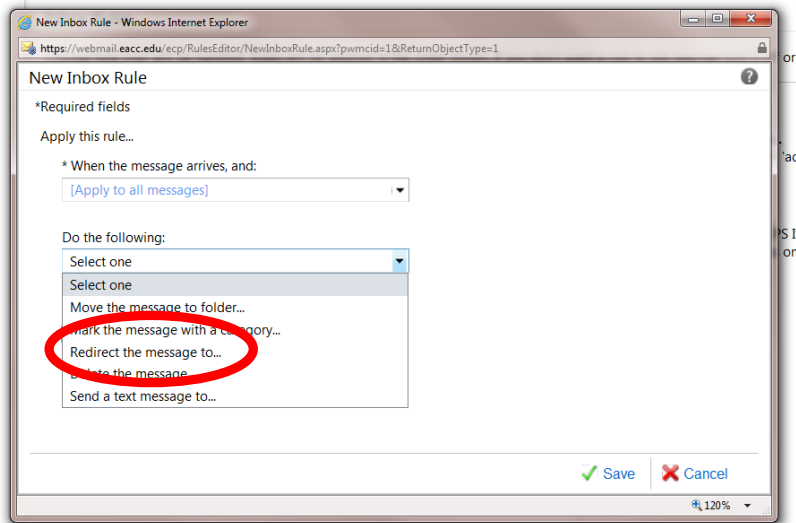
4. On the **Inbox Rules** tab, click **New**.



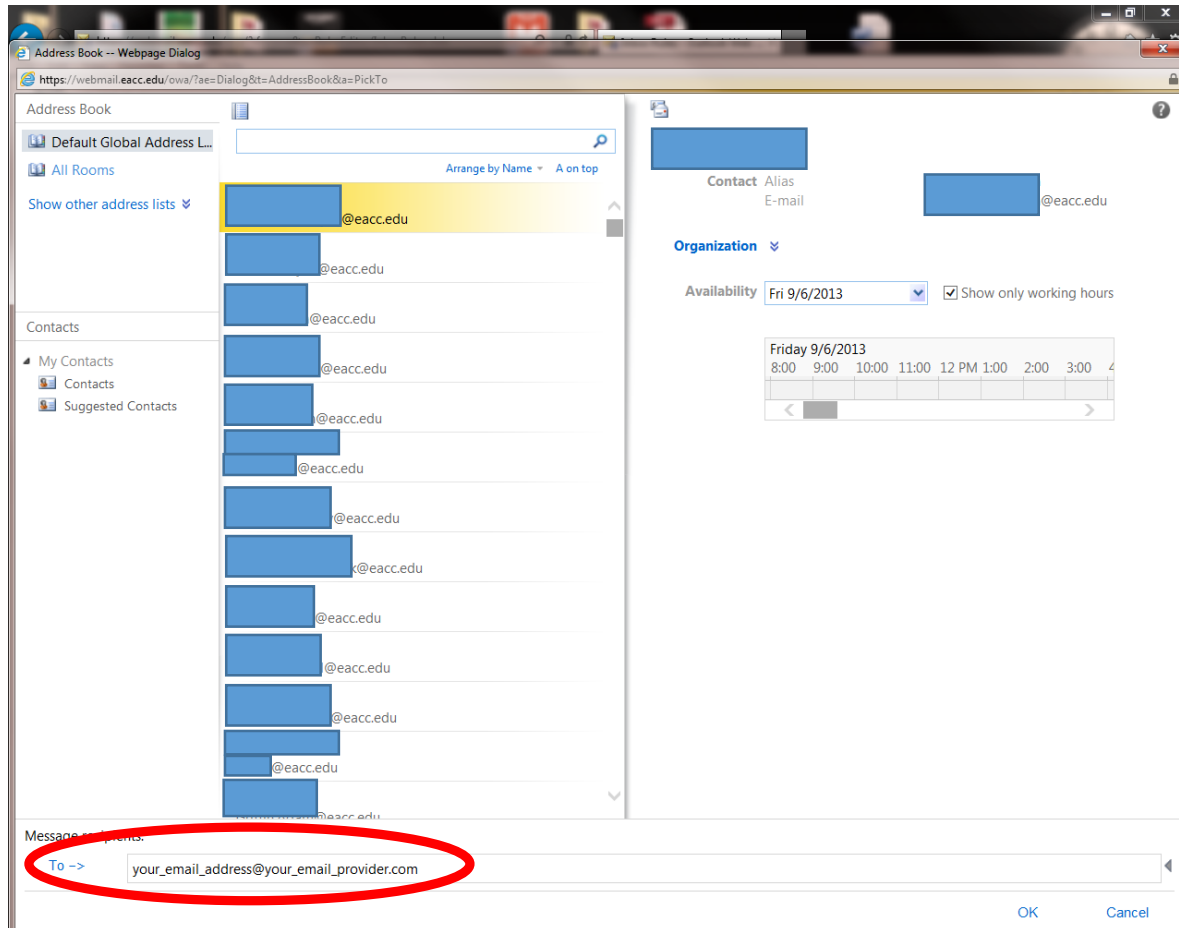
5. Under **When the message arrives**, select **Apply to all messages**.



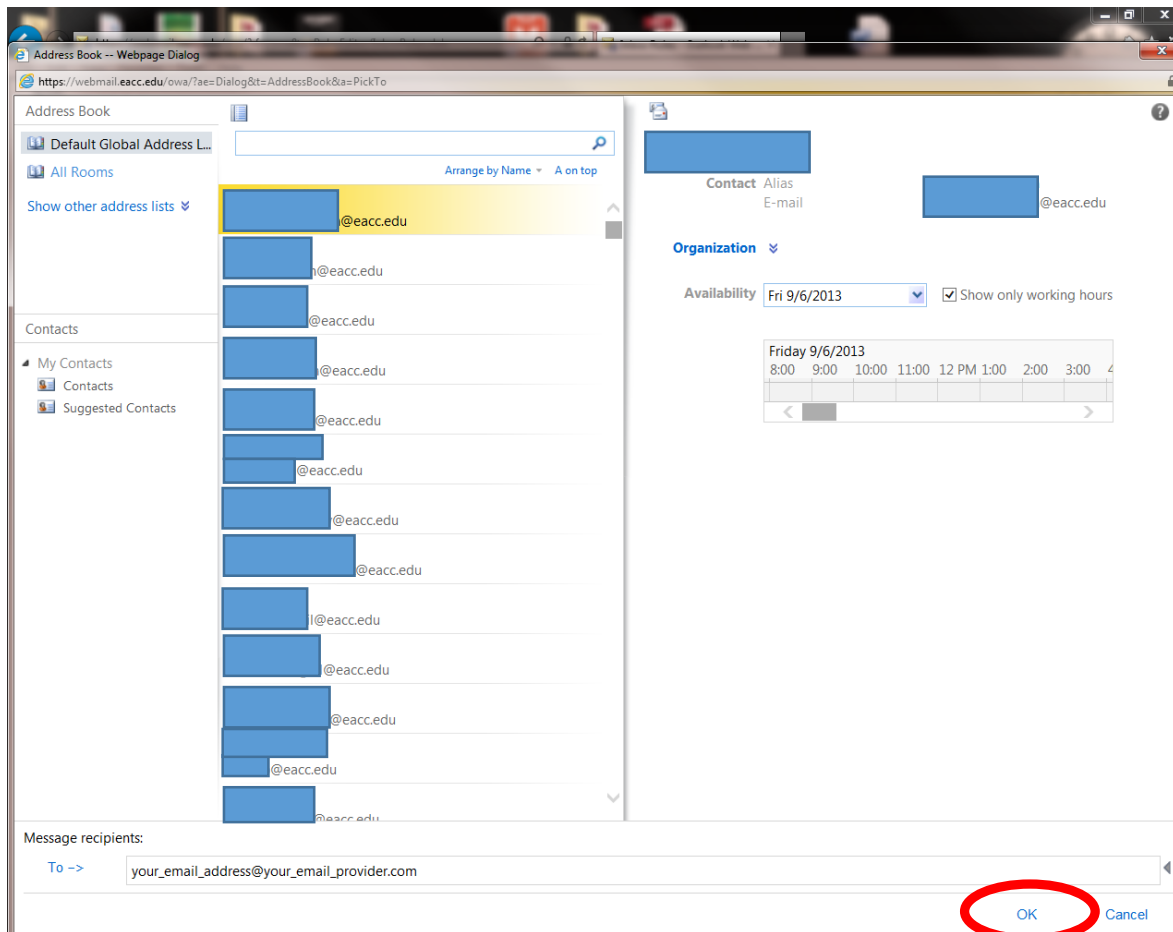
6. Under **Do the following**, select **Redirect the message to...**.



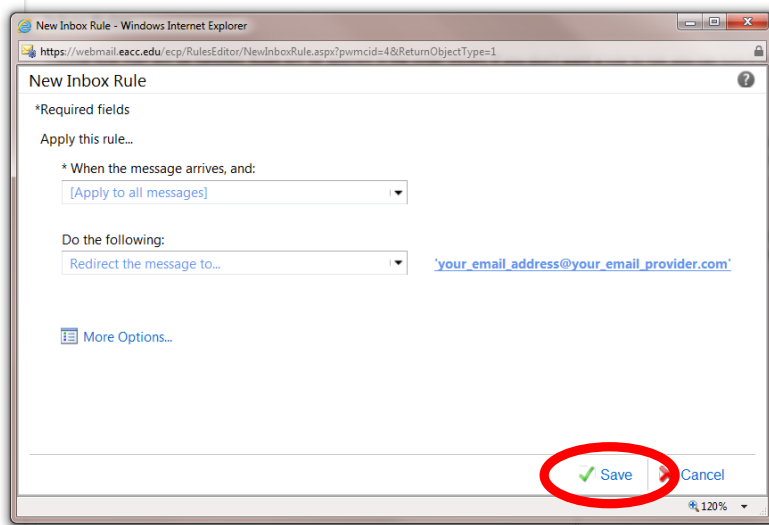
5. Select the address to which you want your mail sent by double-clicking on it in the address book view. If the address to which you want to redirect doesn't appear, you can enter the e-mail address in the **To** field.



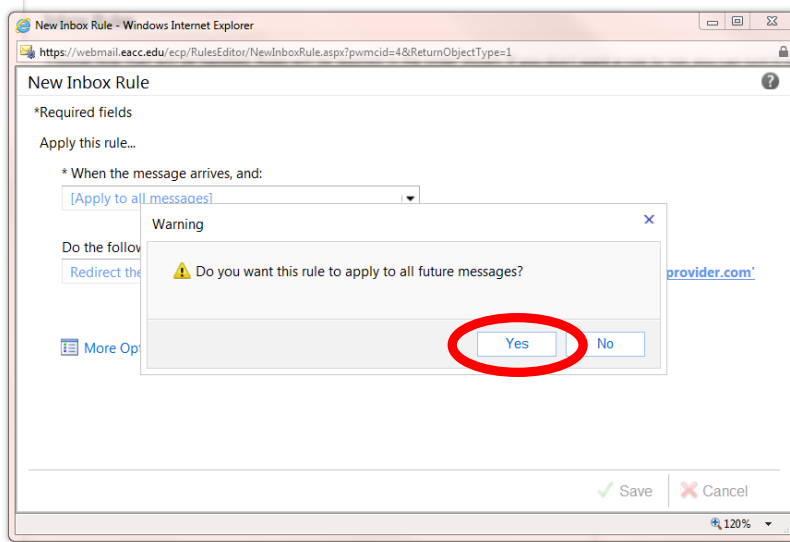
6. Click **OK** to save your selections and return to the new inbox rule window.



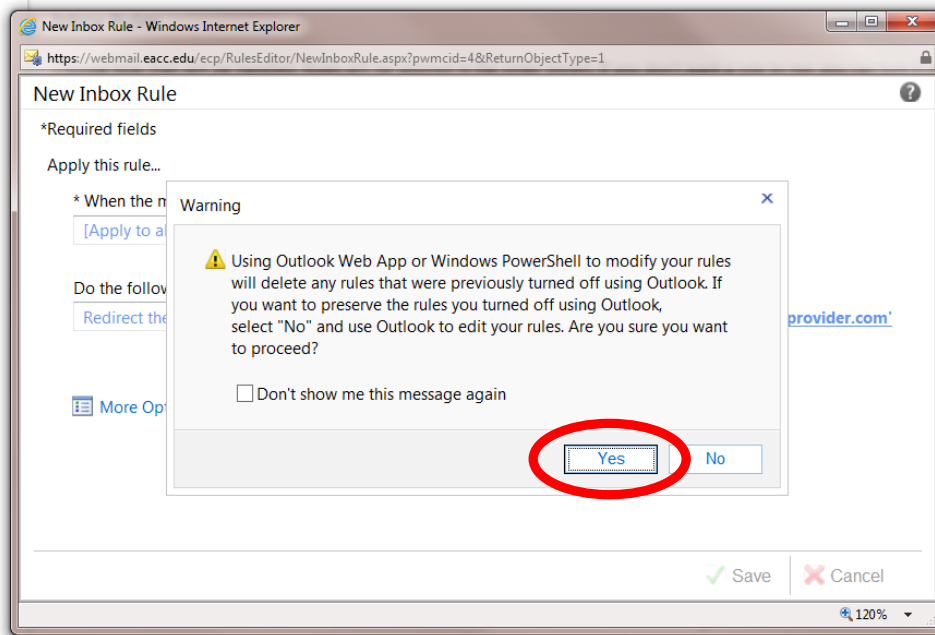
7. Click **Save** to save your rule and return to the **Inbox Rules** tab.



8. Click **Yes** to apply the rule to all future messages.



9. You may receive a warning regarding any rules that have been turned off in Outlook. Click **Yes** to proceed.



10. Your EACC e-mail will now be forwarded to the external e-mail address you specified.