



INFORMATION TECHNOLOGY

USER SUPPORT SERVICES

FORWARD TCNJ EMAIL TO ANOTHER ACCOUNT

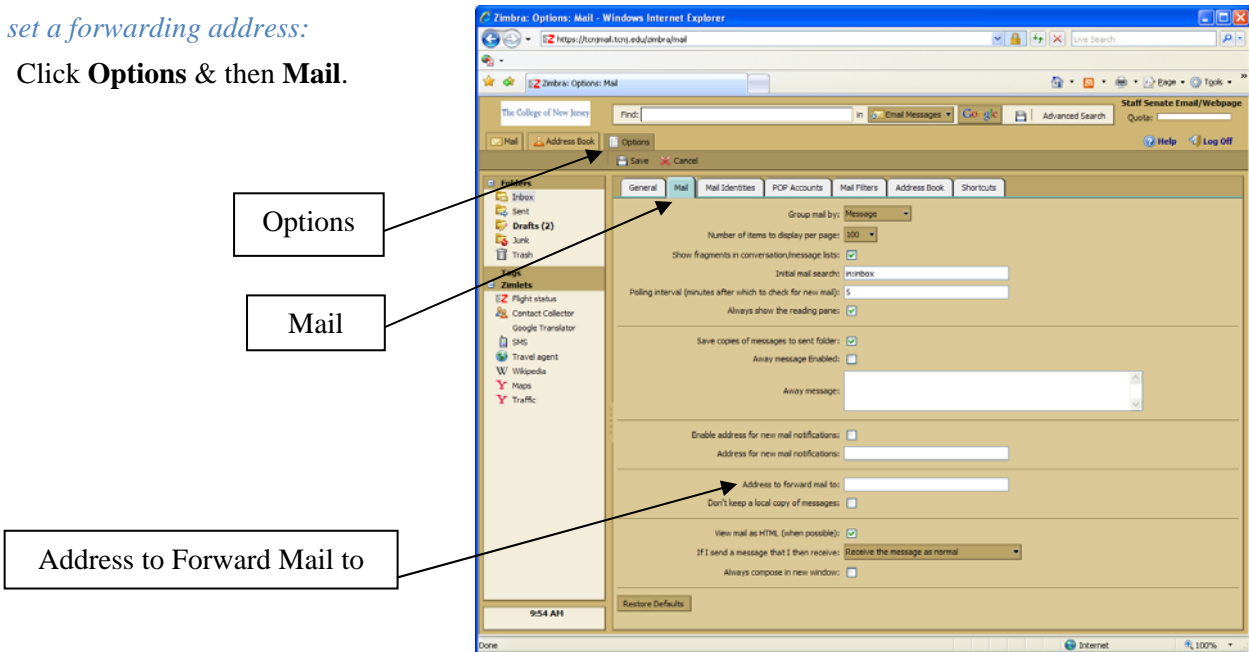
Setting a forwarding address

Messages may be forwarded to another email account.

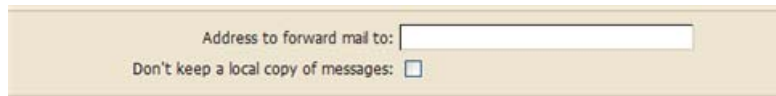
Messages may be retained in the TCNJ mailbox or automatically deleted when the message is forwarded.

To set a forwarding address:

1. Click **Options** & then **Mail**.



2. Scroll down & add the complete forwarding address in the **Address to forward mail to** field.
3. If you do not want a copy of the message left in your mailbox, check **Don't keep a local copy of message**.



4. Click on **Save** button or you will be prompted to save your changes when you click on another tab (**Mail, Address Book**).

