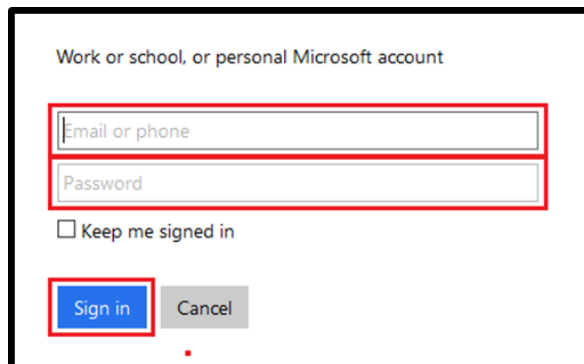




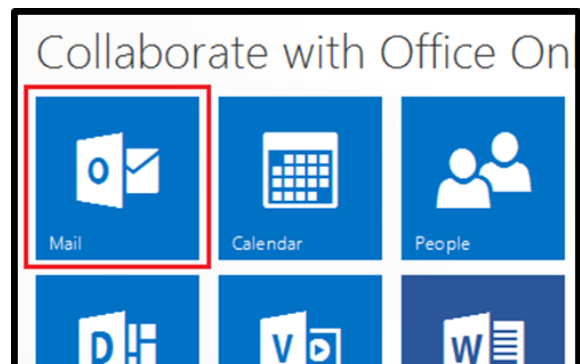
Email Forwarding: Student Account

Below are instructions for forwarding your JMLS student email to an external email account such as Gmail or Yahoo Mail. **Questions?** Please contact the ITS Help Desk by creating a ticket in the Help Desk Portal at helpdesk.jmls.edu, phone at 312/427-2737 x550, email at helpdesk@jmls.edu, or visit us in room 733, 7th floor (via the main State St elevators or stairs from the 6th floor just outside the library). Find this guide and others online at library.jmls.edu/itsguides.

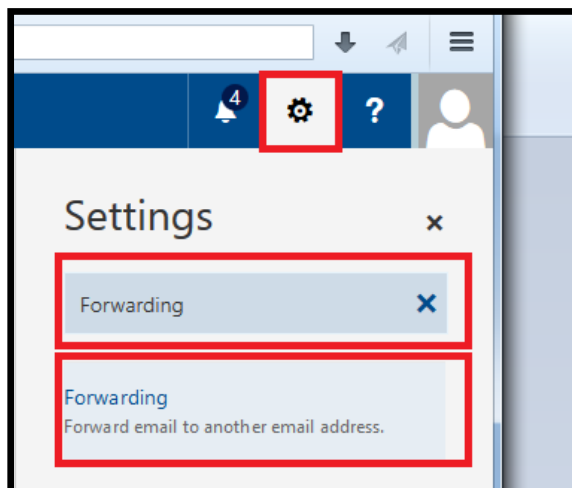
1. Log on to webmail by entering your **JMLS email address and password**.



2. Select **Mail**.



3. Click on the **gear icon** in the upper right and in the search, type "**Forwarding**." Then click on the result for Forwarding.



4. Select **Start Forwarding**. Enter the **email address** you want your JMLS student email forwarded to. Checking *Keep a copy of forwarded messages* is optional. Click **Save**.

