

How to setup automatic email forwarding from your my.iit.edu account to another email account.

1. Log in to the my.iit.edu portal.
2. Scroll down on the Welcome Tab to Email. Click on the small envelope “Email”

The screenshot shows the my.iit.edu portal in a Windows Internet Explorer browser. The page layout includes several widgets: Personal Announcements, My Calendar, Phone Book, Weather, and various news articles. The 'My E-mail Inbox' widget is highlighted with a red box and an arrow pointing to the 'E-mail' link at the bottom of the list. The inbox shows a list of messages with columns for From, Subject, Size, and Date.

From:	Subject:	Size:	Date:
"IIT Offi...	IIT Today Augu...	17K	08/17/09
"Internat...	INTERNATIONAL ...	73K	08/14/09
"IIT Offi...	IIT Today Augu...	18K	08/10/09
"IIT Offi...	OTS Maintenanc...	2K	08/06/09
"IIT Offi...	IIT Network Re...	3K	08/05/09

more...
E-mail

3. Your IIT email will open. Click on Options.

The screenshot shows the IIT Webmail interface in a Windows Internet Explorer browser window. The address bar displays the URL: <http://email.iit.edu:6777/en/mail.html?lang=en&laurel=on&cal=1>. The page header includes the IIT logo and the word "Email".

Navigation tabs include "Mail", "Calendar", "Address Book", and "Options", with "Options" being the active tab and circled in red. A "Current Folder" dropdown menu is set to "Inbox".

Below the tabs are links for "Compose", "Get Mail", "External Mail", and "Search". A "View" dropdown is set to "Default", and a "Quick Search" field is present.

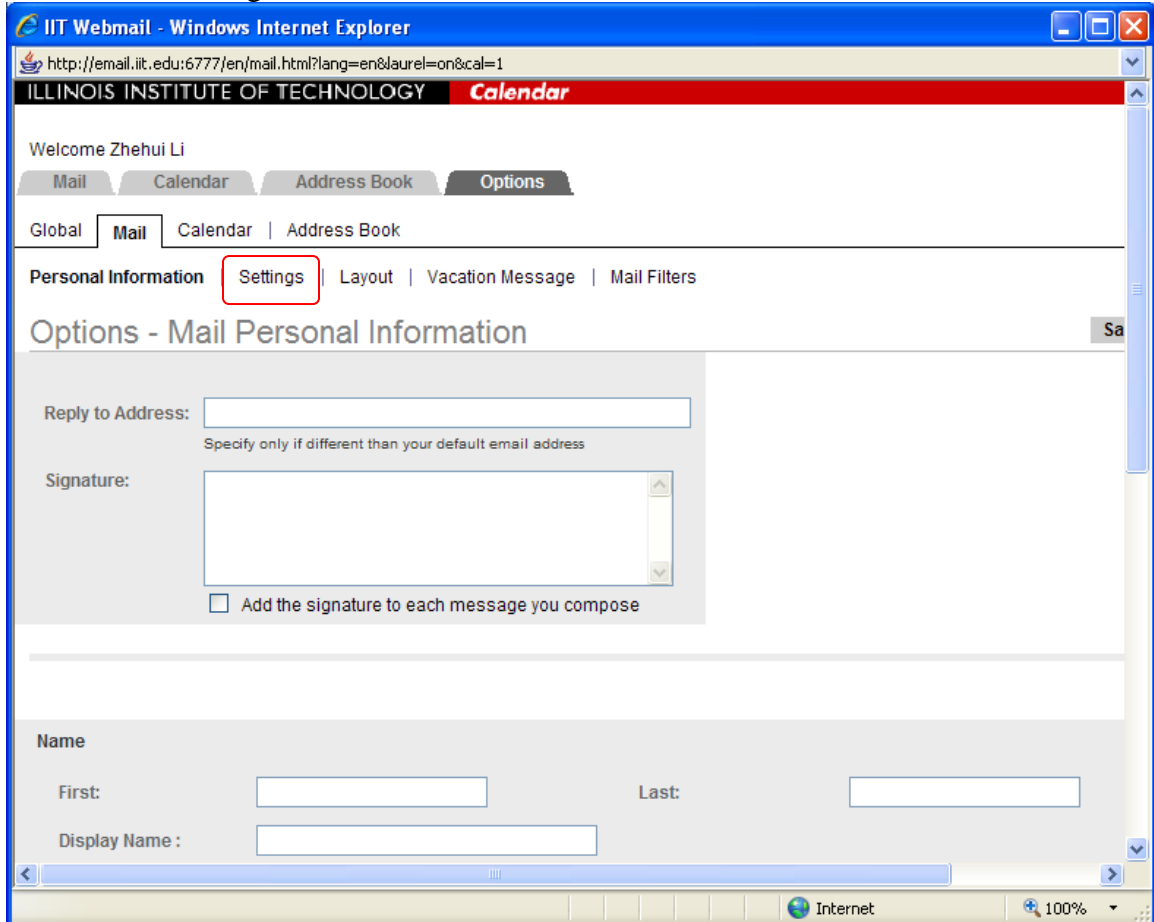
On the left side, there is a "Quota: 0% of 100MB" indicator and a folder tree containing "Inbox", "Drafts", "Sent", "Trash", and "Manage Folders".

The main content area displays a list of 29 unread messages. The list includes columns for "Delete", "Actions", "From", "Subject", "Received", and "Size".

Delete	Actions	From	Subject	Received	Size
<input checked="" type="checkbox"/>	!	IIT Office of Co...	IIT Today August 17, 2009	10:22 am	17K
<input type="checkbox"/>		InternationalC...	INTERNATIONAL CENTER NEWS FOR NEW ...	8/14/2009 5...	71K
<input type="checkbox"/>		IIT Office of Co...	IIT Today August 10, 2009	8/10/2009 2...	17K
<input type="checkbox"/>		IIT Office of Te...	OTS Maintenance Affected Services Aug. 8	8/6/2009 4:...	1K
<input type="checkbox"/>		IIT Office of Te...	IIT Network Registration August 12	8/5/2009 3:...	2K
<input type="checkbox"/>		IIT Office of Co...	IIT Today August 3, 2009	8/3/2009 10...	17K
<input type="checkbox"/>		IIT Office of Co...	IIT Today July 27, 2009	7/27/2009 1...	19K
<input type="checkbox"/>		IIT Office of Co...	IIT Today July 20, 2009	7/20/2009 1...	17K
<input type="checkbox"/>		IIT Office of Co...	IIT Today July 13, 2009	7/13/2009 1...	17K
<input type="checkbox"/>		IIT Announcem...	Reminder: IIT Systems Maintenance July ...	7/9/2009 10...	1K
<input type="checkbox"/>		IIT Office of Co...	IIT Today July 6, 2009	7/6/2009 10...	17K
<input type="checkbox"/>		IIT Announcem...	IIT Systems will be unavailable July 10 - 12	7/1/2009 3:...	1K
<input type="checkbox"/>		IIT Office of Co...	IIT Today June 29, 2009	6/29/2009 2...	16K
<input type="checkbox"/>		IIT Announcem...	OTS Maintenance Window - Affected Serv...	6/26/2009 1...	1K
<input type="checkbox"/>		gzhang@berk...	>>> easy links	6/24/2009 2...	2K
<input type="checkbox"/>		mhan@berkel...	>>> easy links	6/23/2009 6...	2K

The browser status bar at the bottom shows "Done" and "Internet" with a zoom level of 100%.

4. Click on Settings



The screenshot shows a web browser window titled "IIT Webmail - Windows Internet Explorer". The address bar contains the URL "http://email.iit.edu:6777/en/mail.html?lang=en&laurel=on&cal=1". The page header features the IIT logo and the word "Calendar" in red. Below the header, a welcome message "Welcome Zhehui Li" is displayed. A navigation menu includes "Mail", "Calendar", "Address Book", and "Options". Under "Options", there are sub-menus for "Global", "Mail", "Calendar", and "Address Book". The "Mail" sub-menu is active, showing "Personal Information", "Settings" (highlighted with a red box), "Layout", "Vacation Message", and "Mail Filters". The main content area is titled "Options - Mail Personal Information" and contains the following fields:

- Reply to Address:** A text input field with a small note below it: "Specify only if different than your default email address".
- Signature:** A large text area with up and down arrows on the right side.
- Add the signature to each message you compose
- Name:** A section with three input fields: "First:", "Last:", and "Display Name :".

The browser's status bar at the bottom shows "Internet" and a zoom level of "100%".

5. Scroll down and click “Enable forwarding”. Under “Email Address”, enter whichever email address you would like your IIT email forwarded to and click add. Then scroll to the right side and click Save.

