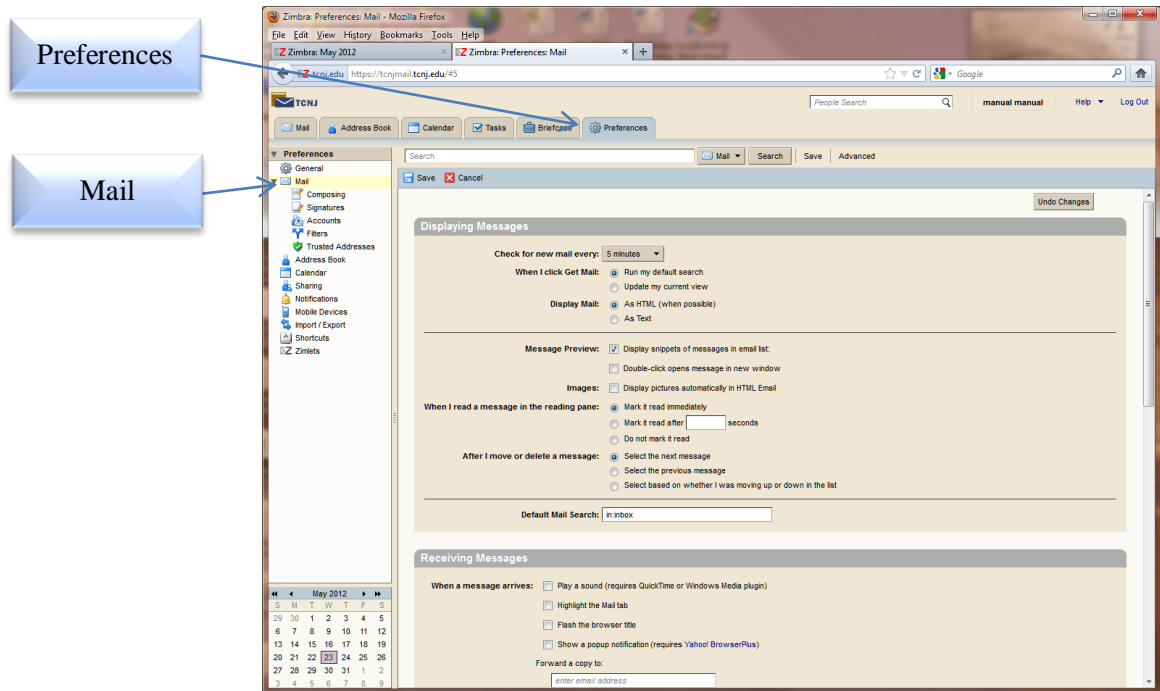


Forward TCNJ Email to Another Account

1. Click **Preferences** Tab (Top), select the **Mail** Category if it has not already been selected (Left)



2. Scroll down to **Receiving Messages**
3. At **Forward a copy to:**, type appropriate email address in text box
4. When complete, click the **Save** button

