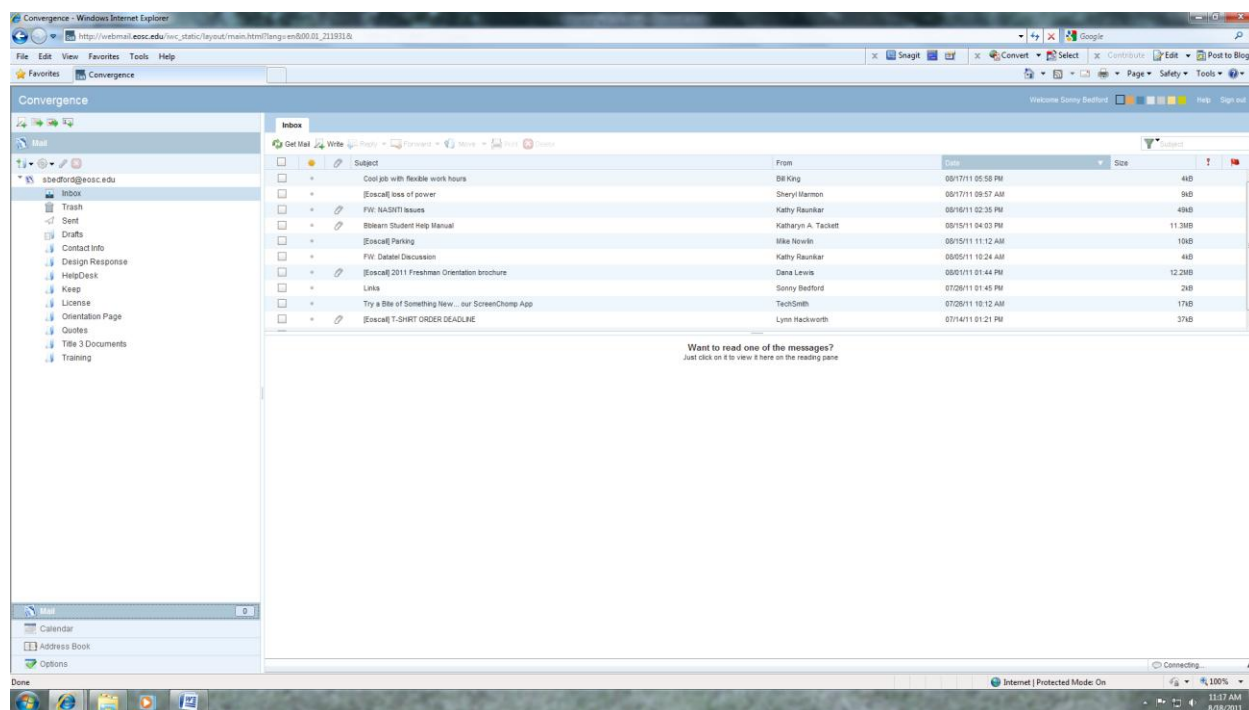


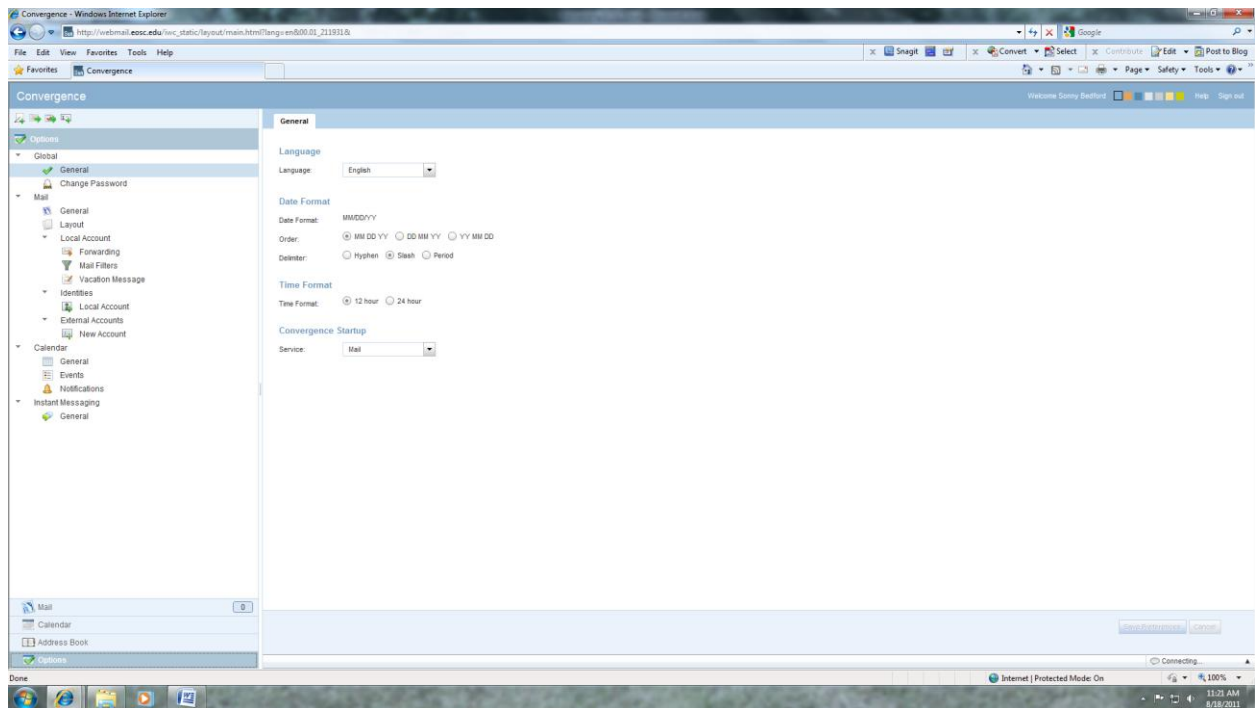
## Forwarding EOSC Email

Your EOSC email account is provided to you by the college. You should use it regularly. All of your official college email will be sent to you through your EOSC email account. All college announcements are sent to your EOSC email account. If you should have to use another external email account (Yahoo, Hotmail, etc), you should set your EOSC email account to forward emails to the external account.

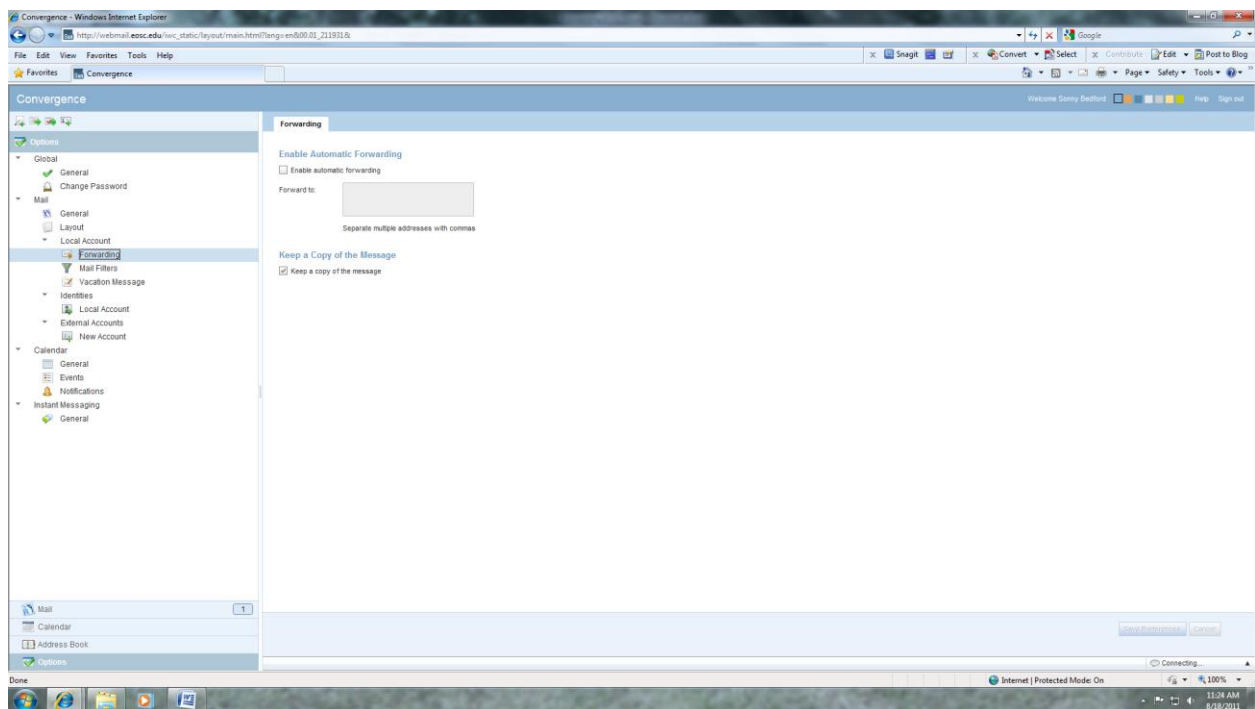
To set your EOSC email account to forward emails to another account, log into your EOSC email account.



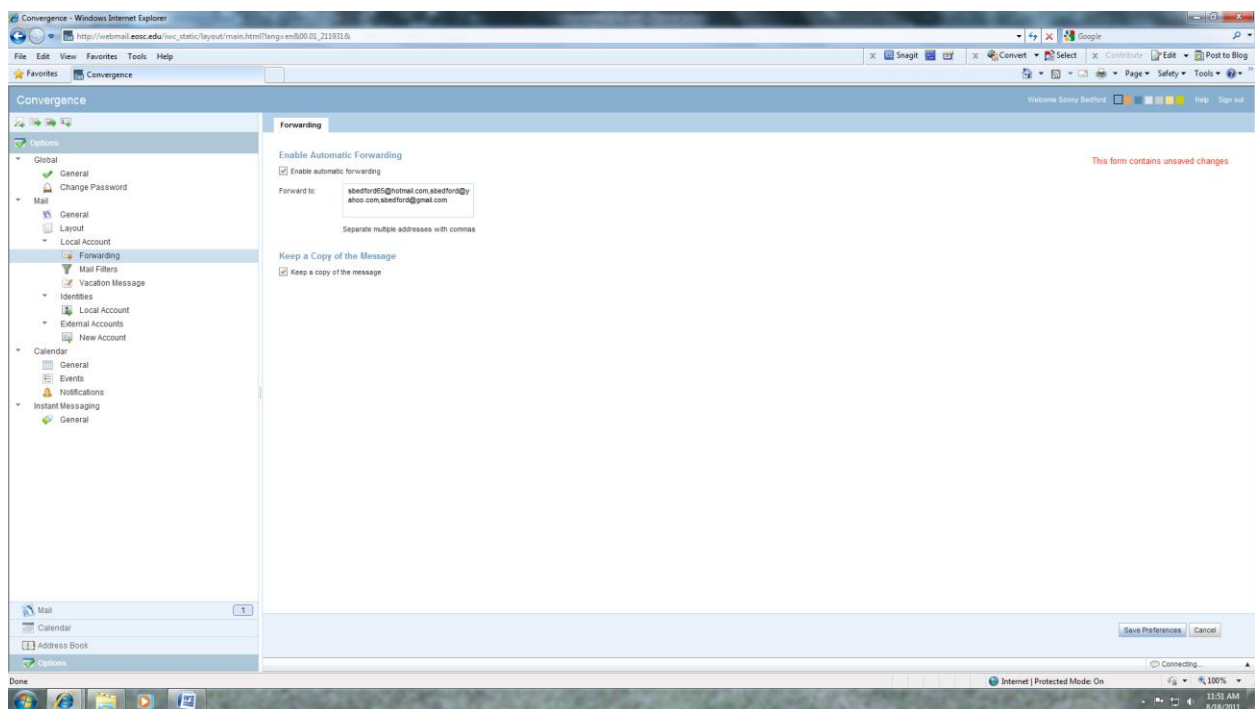
On the lower left side of the screen, click on **Options** in the list of choices.



On the left side of the screen, find and click on **Forwarding**.



Under the Forwarding tab, check the box for **Enable automatic forwarding**. Enter the email address or addresses that you wish to forward your EOSC email to in the **Forward to box**. If you enter more than one address, remember to separate multiple addresses with commas. The box for **Keep a copy of the message** is checked by default. If you should decide that you do not want to keep a copy of the message, you may uncheck this box. Finally, click the **Save Preferences** button at the bottom right side of the screen.



Your emails will now forward to your chosen account or accounts.