

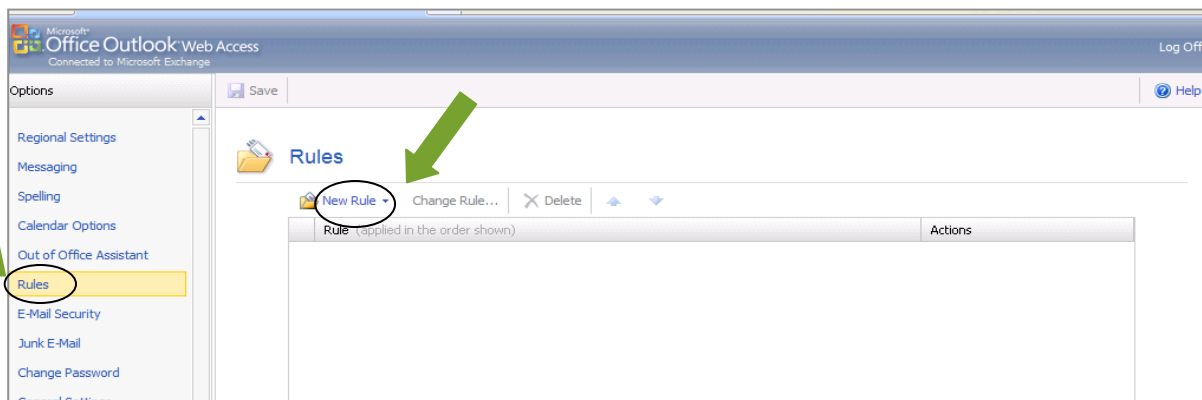
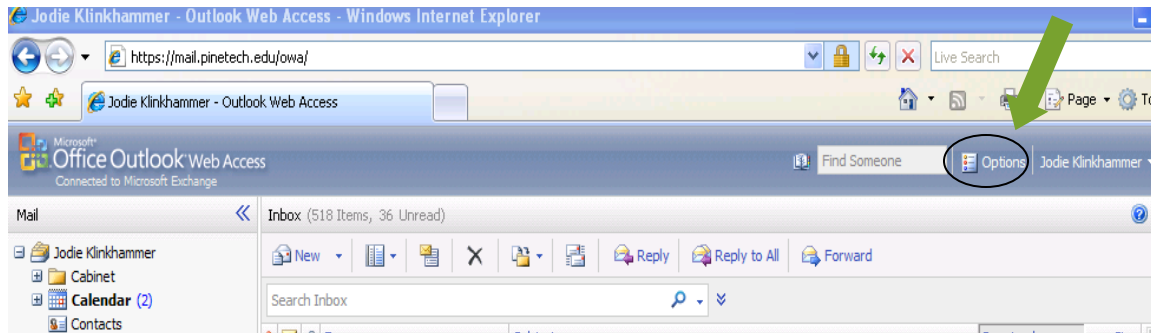
TO FORWARD CAMPUS EMAIL TO YOUR PERSONAL EMAIL:

To login on the computer, please enter your first initial and last name.

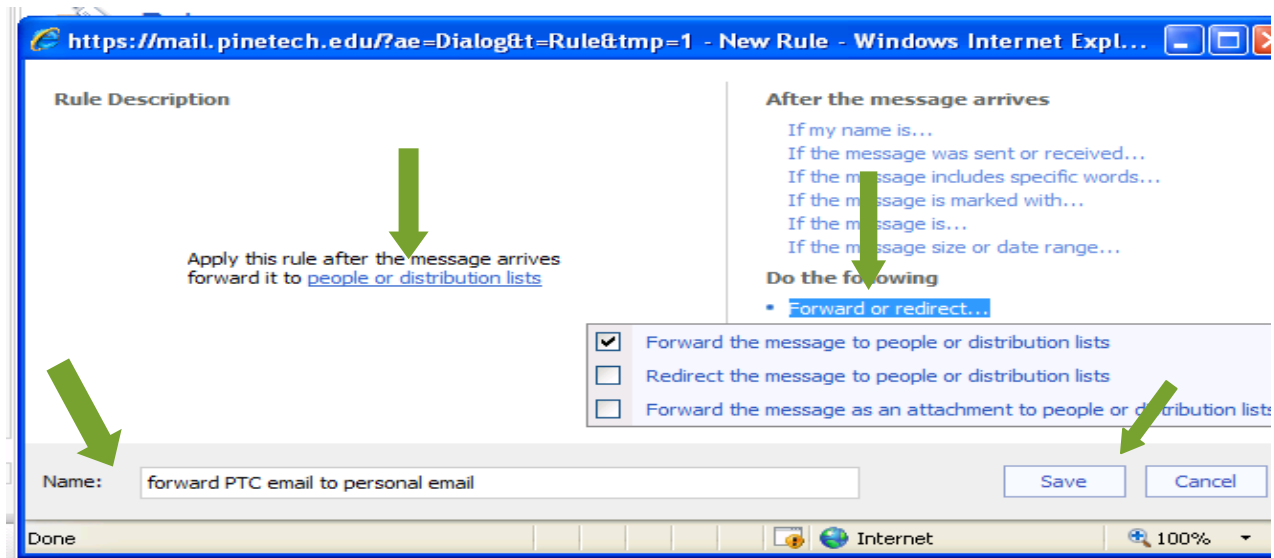
Example: Student Sue Jones would enter **sjones**. Then in the password field, you enter your student tech id (located in upper left hand corner of your DARS report), **10265224**. The system will now ask you to **CHANGE** your password. You must have at least 8 characters and needs to include at least 1 number and 1 special character - example: **jonesie2\$**.

Next step:

Login to campus email and click on the **OPTIONS** button (see arrow).



Select **CREATE A NEW FOR ARRIVING MESSAGES**. Give your rule a name. Select **FORWARD OR REDIRECT**. Put a check mark next to **FORWARD THE MESSAGE TO PEOPLE OR DISTRIBUTION LISTS**. Click on the link **PEOPLE OR DISTRIBUTION LIST**.



Enter the email you want messages forward to (see window under Message Reipients). Click the OK button. Click SAVE button on the next screen. Last step, click the OK button on the last screen. If things do go the way they should and you need help... email the helpdesk at helpdesk@pinetech.edu , call 320-629-5100 and ask for ext. 113 or stop in the LRTC.

