

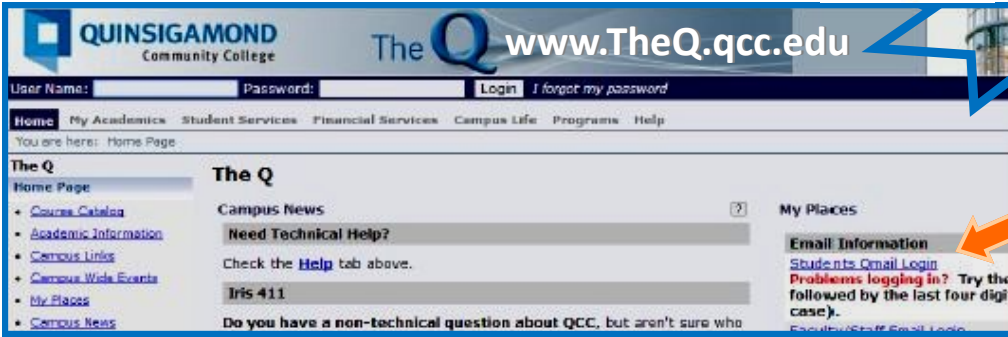
# Student Guide:

## How to forward your Qmail to your *personal email*



**NEW!** Your **Starfish** alerts will be sent via **Qmail**

**STEP 1:** Log in to your Qmail from The Q

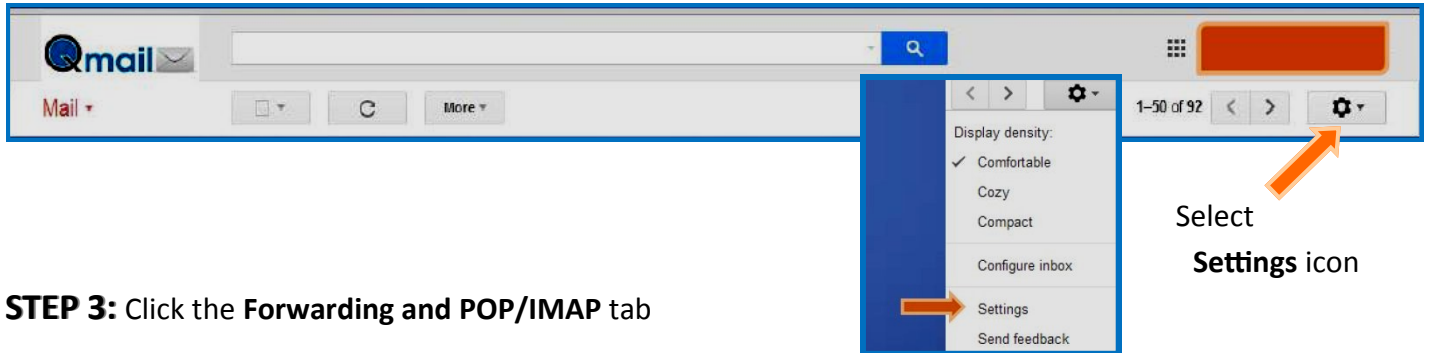


Click on **Students Qmail Login** and enter your username & password.

**TIP:** Forgot your *Qmail* username?

- You can click on "Personal Info" next to your name after you log in to The Q to view your **Qmail** username!
  - It's your **first initial last name** and *may* contain a number.
  - Still need help?* Contact the **Help Desk** at 508-854-4427 or stop by room 66A (outside ramp).

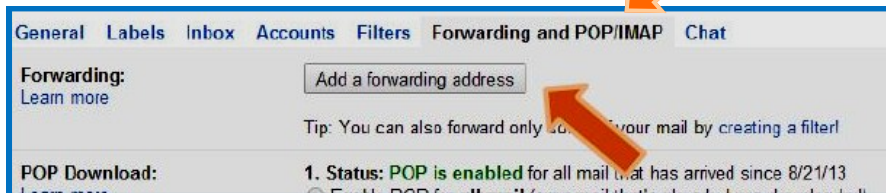
**STEP 2:** After you log in to Qmail click on the **Settings** icon and select **Settings** from the drop-down menu



Select **Settings** icon

**STEP 3:** Click the **Forwarding and POP/IMAP** tab

**STEP 4:** Click the **Add a forwarding address** button



**STEP 5:** Enter the email address you wish to forward your Qmail to and click **Next**

**TIP:** *Send yourself a test email at your Qmail address to make sure forwarding is working properly.*