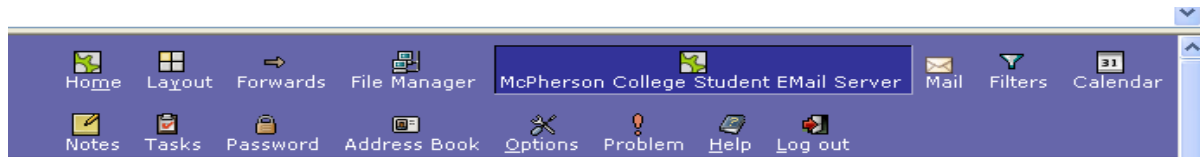


Forwarding your email

- 1) Login to <http://bulldog.mcpherson.edu> (remember your username is only the first 4 characters of your last name and the first 3 characters of your first name)
- 2) Along the top of the screen are menu items, please click on “Forwards” (pictured below)



- 3) Below is a picture of the Forwards screen. In the “Set/install a forward to:” box, type in the email address where you would like your campus email sent to.

Address <http://bulldog.mcpherson.edu/horde/index.php>

Forwards | File Manager | McPherson College Student EMail Server | Mail | Filters | Calendar | Notes | Tasks | Password | Address Book

Problem | Help | Log out

Set or Remove E-Mail Forwards

An e-mail forward lets you redirect your mail to another address (or a comma separated list of addresses if you wish). You can even forward to another address and keep a copy in your local mailbox. This form lets you install (or remove) e-mail forwarding for your account.

Set/install a forward to:

Keep a copy in your local mailbox?

Unset/remove a forward

For your protection and safety, you must identify yourself with your login password to verify this change. Then submit the form so that your forward can be updated.

Your password:

- 4) You will need to put your email password into the “Your Password” field
- 5) Now click on the submit button
- 6) All existing email will stay in your bulldog account. Any new email received will be forwarded to the email address you specified.

If you have problems, please call ext 2456 or 242-0456 for help.