

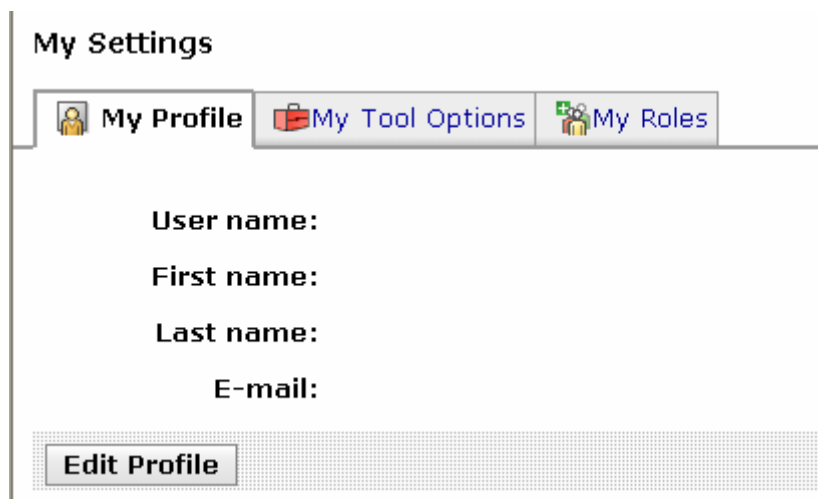
## How Do I ..... ? Forward Email to an External Account

To have email forwarded to another email account

1. On the **My LMS** page (the page after the login screen and which lists all of your units), select **My Settings** from the black menu bar at the top of the screen.



2. If you are not by default on the tab, My Profile, then select this tab.

A screenshot of the 'My Settings' page. At the top, there are three tabs: 'My Profile' (selected), 'My Tool Options', and 'My Roles'. Below the tabs, there are labels for 'User name:', 'First name:', 'Last name:', and 'E-mail:'. At the bottom of this section, there is a button labeled 'Edit Profile'.

3. If your email address does not appear in the email field, select **Edit Profile**. Then enter the email address to which you want your mail forwarded in the email field and choose **Save**.

A screenshot of the 'E-mail' field. The label 'E-mail:' is followed by an empty text input box. Below the input box, there are two buttons: 'Save' and 'Cancel'.

4. Next, choose the tab **My Tool Options** and scroll about halfway down the screen to the **Mail Options**.

Mail

Mail forwarding

Forward all mail messages to the e-mail address in my profile

5. Select the checkbox which says 'Forward all mail messages to the email address in my profile'. Scroll to the bottom of the screen and choose Save.