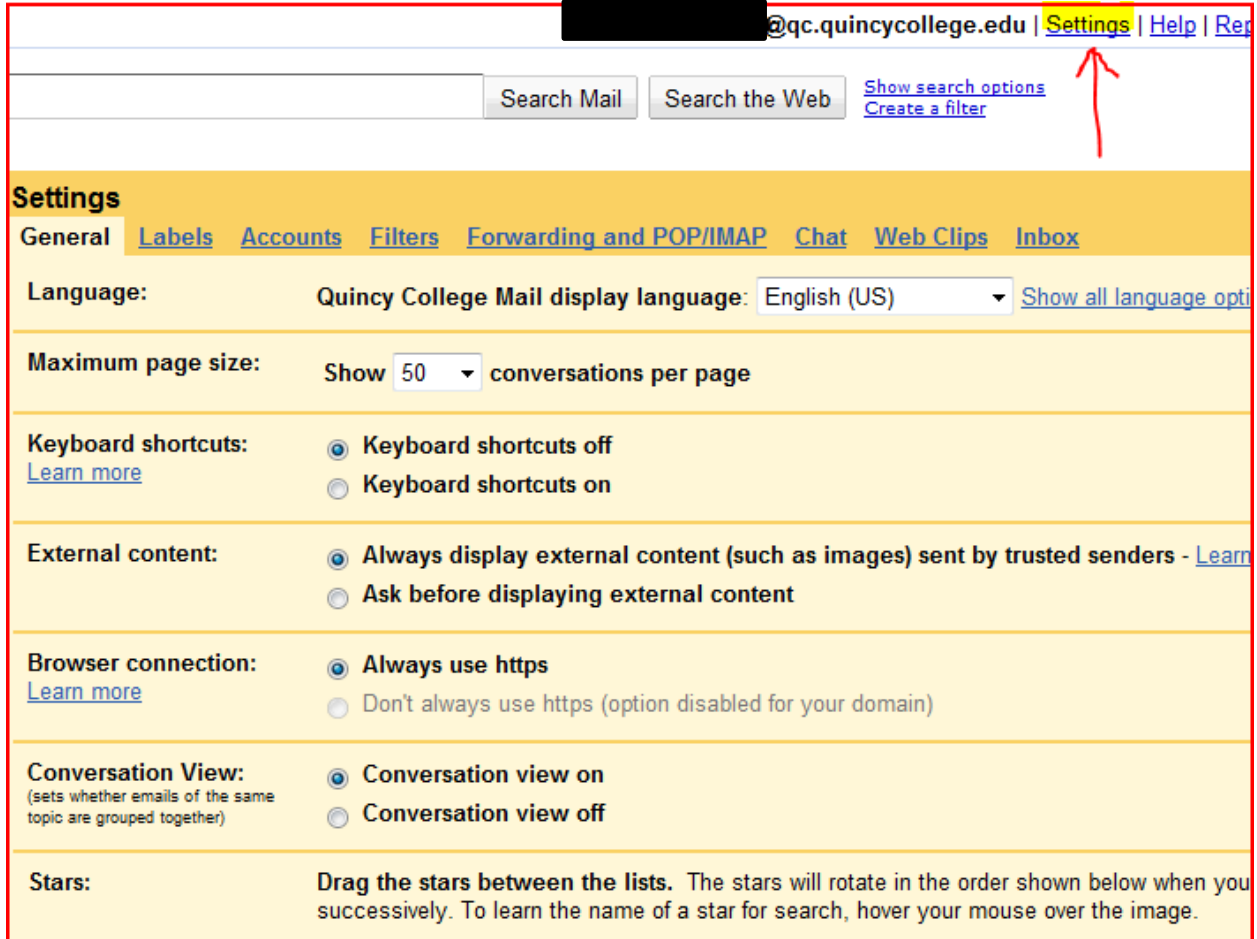


How to forward your QC student or your adjunct faculty webmail to your preferred email account.

1. When you log into your webmail click on **Settings** as shown.



The screenshot shows the top navigation bar of a webmail interface. The user's email address is partially visible as [REDACTED]@qc.quincycollege.edu. The **Settings** link is highlighted in yellow, and a red arrow points to it from the right. Other navigation links include [Help](#) and [Re...](#). Below the navigation bar are two search boxes: "Search Mail" and "Search the Web". To the right of these boxes are two links: [Show search options](#) and [Create a filter](#).

**Settings**

[General](#) [Labels](#) [Accounts](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#) [Web Clips](#) [Inbox](#)

Language: Quincy College Mail display language: English (US) [Show all language opti](#)

Maximum page size: Show 50 conversations per page

Keyboard shortcuts:  Keyboard shortcuts off  Keyboard shortcuts on [Learn more](#)

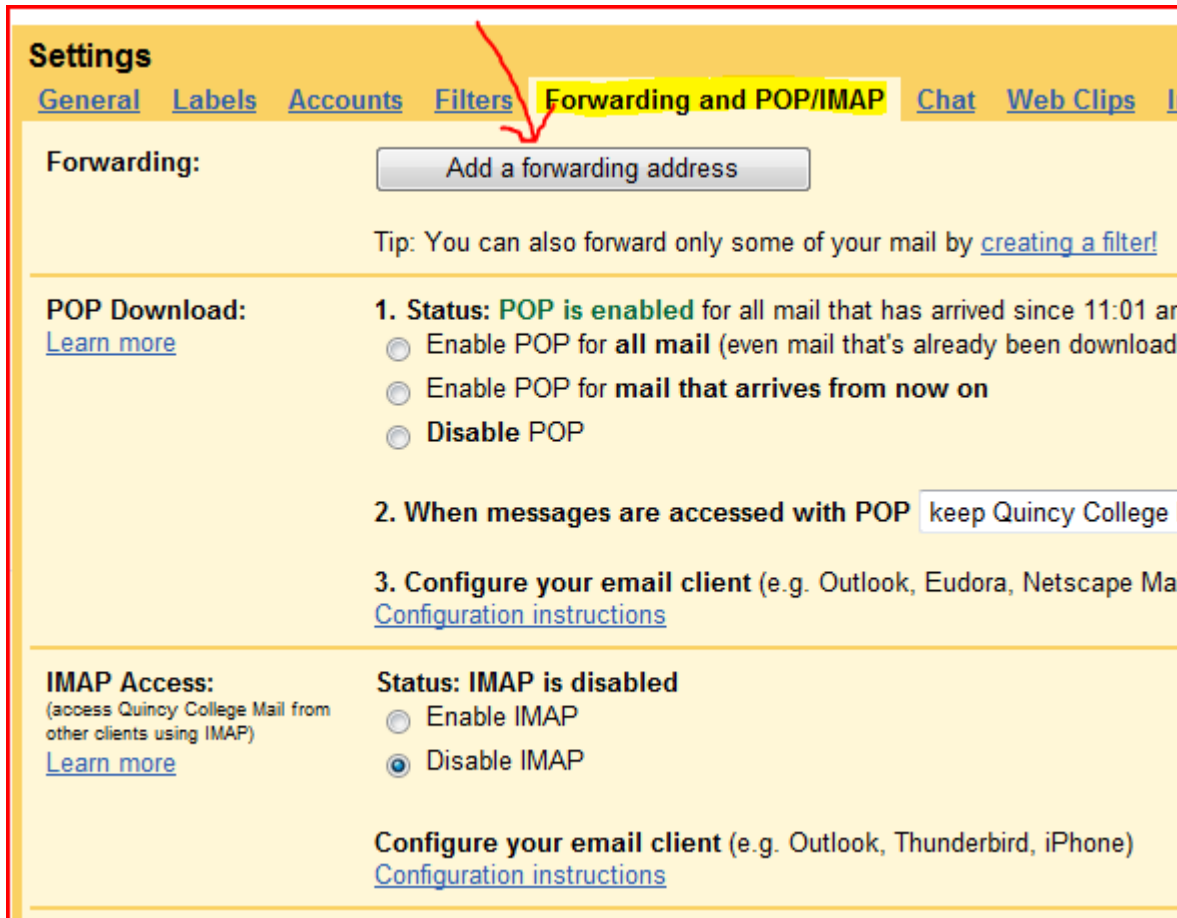
External content:  Always display external content (such as images) sent by trusted senders - [Learn](#)  Ask before displaying external content

Browser connection:  Always use https  Don't always use https (option disabled for your domain) [Learn more](#)

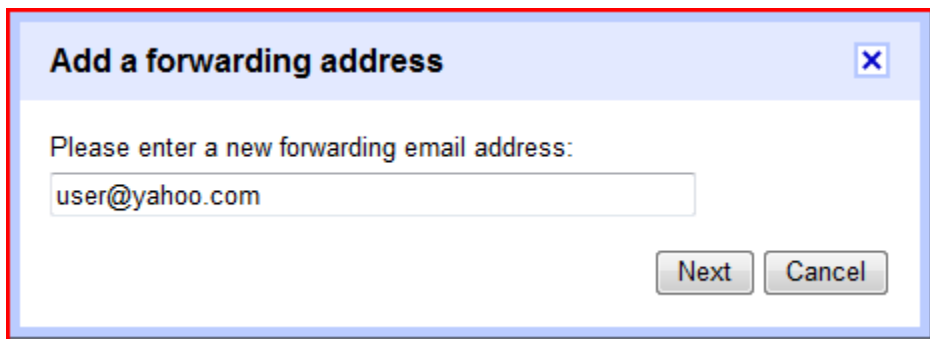
Conversation View:  Conversation view on  Conversation view off (sets whether emails of the same topic are grouped together)

Stars: Drag the stars between the lists. The stars will rotate in the order shown below when you successively. To learn the name of a star for search, hover your mouse over the image.

Then click on **Forwarding and POP/IMAP** as shown. Then click on **Add a forwarding address**.



The Add a forwarding address box will open and you will need to enter the email address you want your QC email to be forwarded to.



Enter the email address, and then click next. A confirmation code will be sent to the preferred email address. Once you confirm this, your Quincy College email will be forwarded to your preferred email.