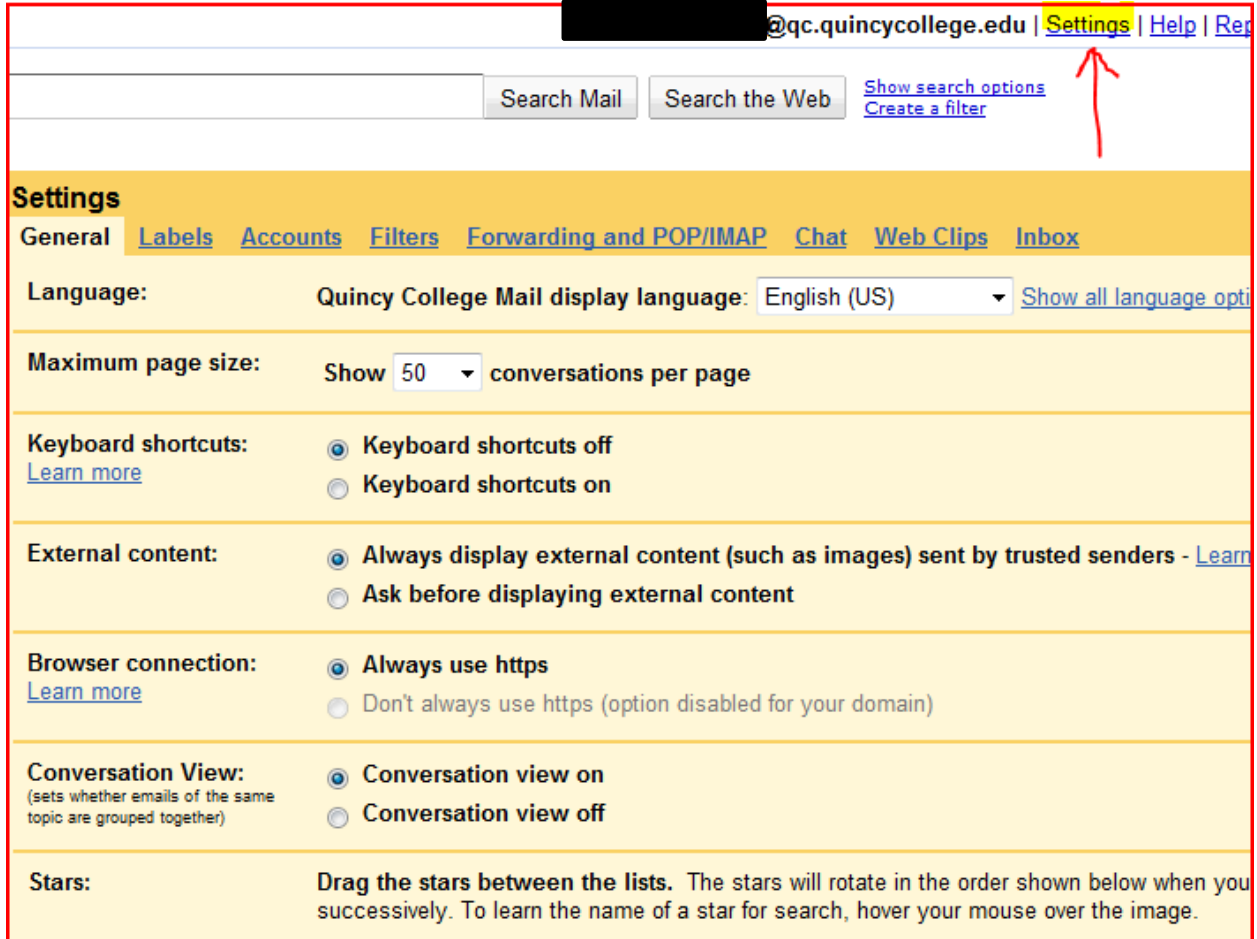How to forward your QC student or your adjunct faculty webmail to your preferred email account.

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

Then click on **Forwarding and POP/IMAP** as shown. Then click on **Add a forwarding address.**
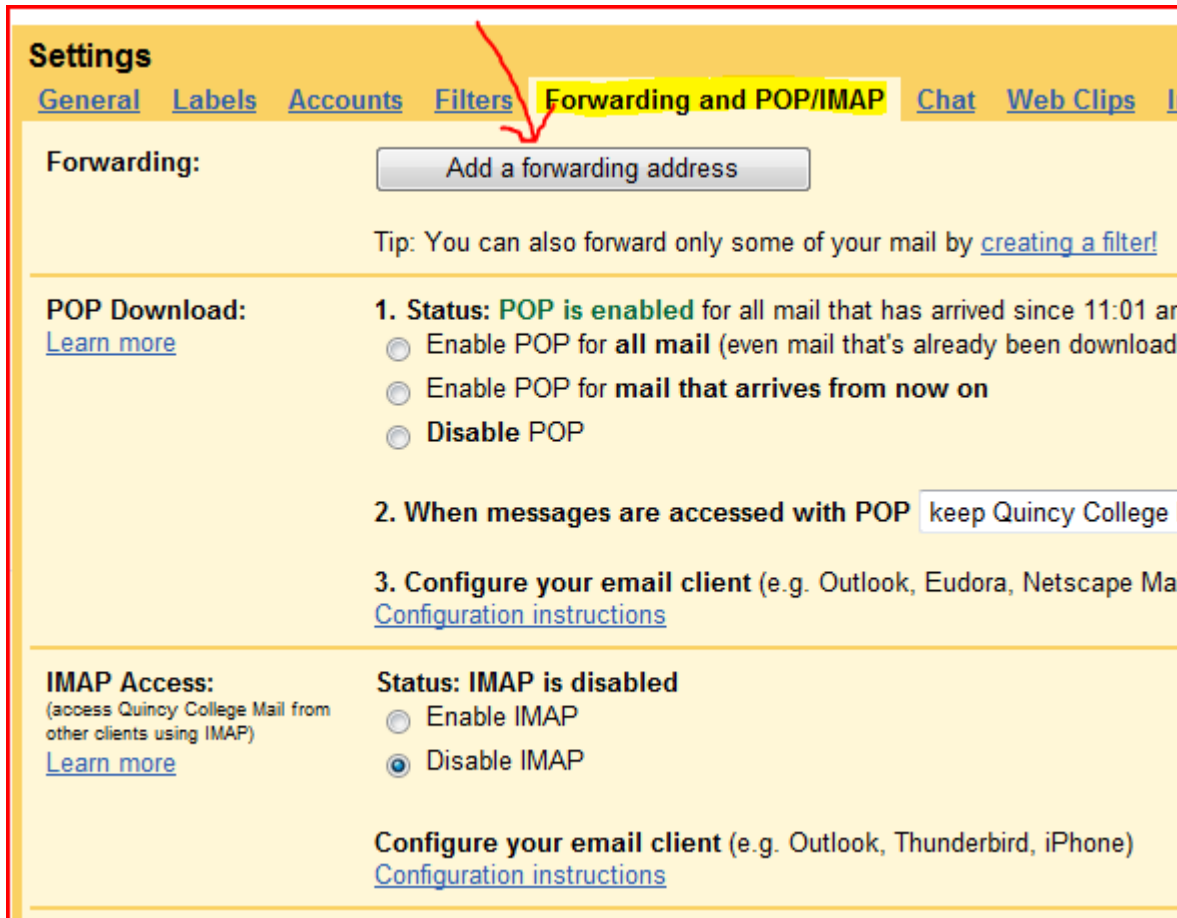
The Add a forwarding address box will open and you will need to enter the email address you want your QC email to be forwarded to.
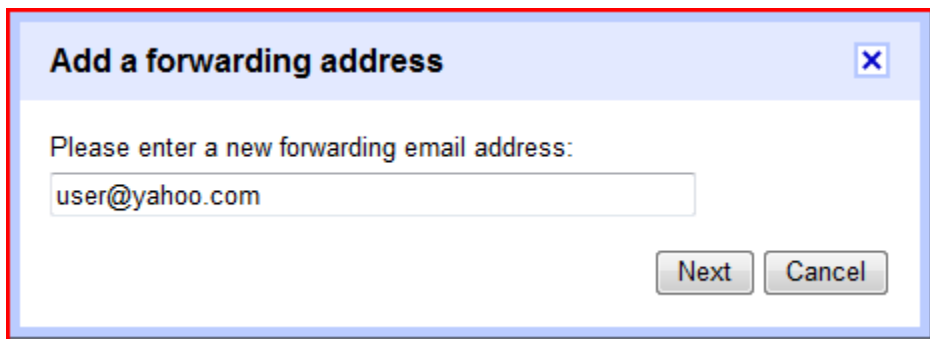
Enter the email address, and then click next. A confirmation code will be sent to the preferred email address. Once you confirm this, your Quincy College email will forwarded to your preferred email.