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.

![Settings](image_url)

- **Language:** Quincy College Mail display language: [Show language options]
- **Maximum page size:** Show [50] conversations per page
- **Keyboard shortcuts:**
  - Keyboard shortcuts off
  - Keyboard shortcuts on
- **External content:**
  - Always display external content (such as images) sent by trusted senders - [Learn more]
  - Ask before displaying external content
- **Browser connection:**
  - Always use https
  - Don’t always use https (option disabled for your domain)
- **Conversation View:**
  - Conversation view on
  - Conversation view off
- **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 forwarded to your preferred email.