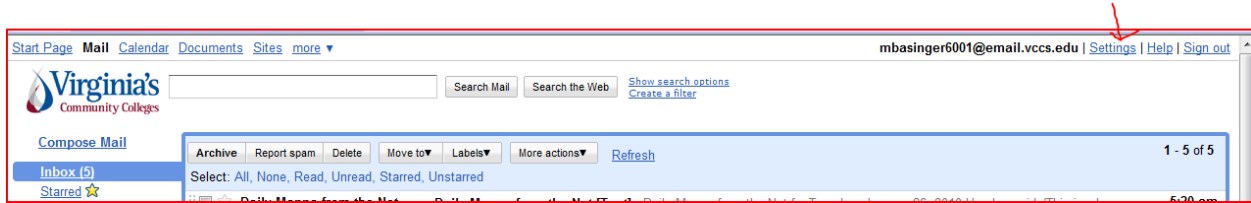
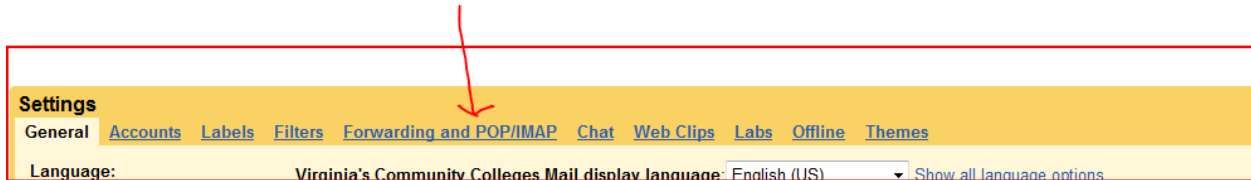


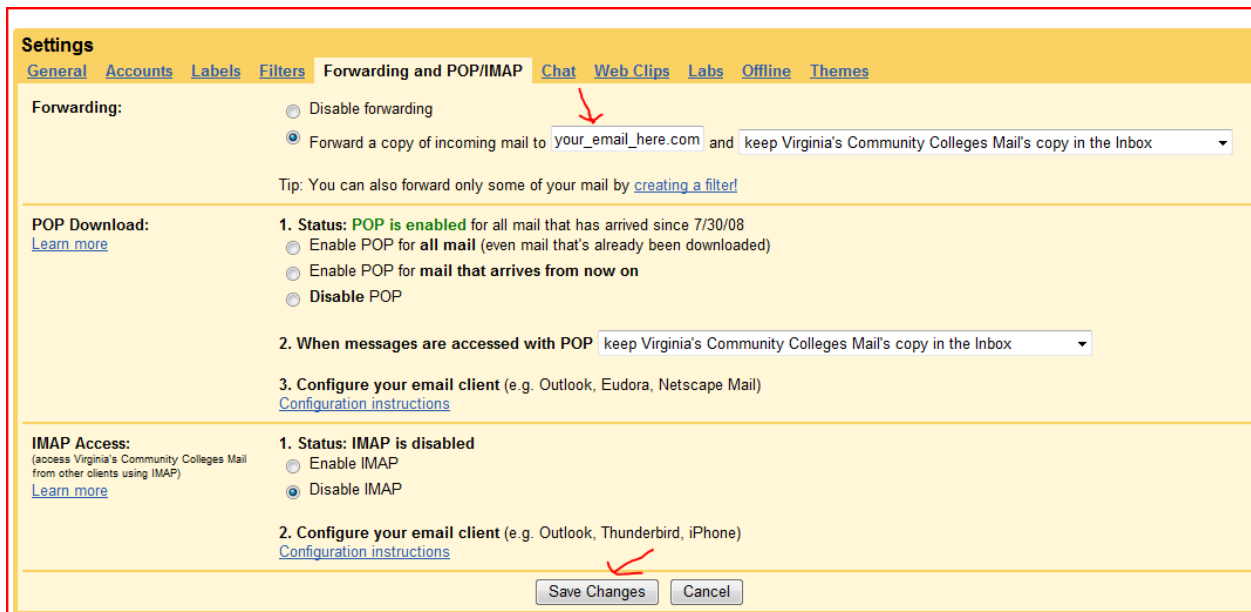
To forward your email to another preferred email account click on Settings, located on the top right hand side of your screen.



In settings, click on Forwarding and POP/IMAP link.



In the Forwarding tab, enter the address you want your email to go to (please double check to be sure you've typed in your correct email address). You will want to "keep Virginia's Community Colleges Mail's copy in the Inbox" (shown below). Now click Save Changes.



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