

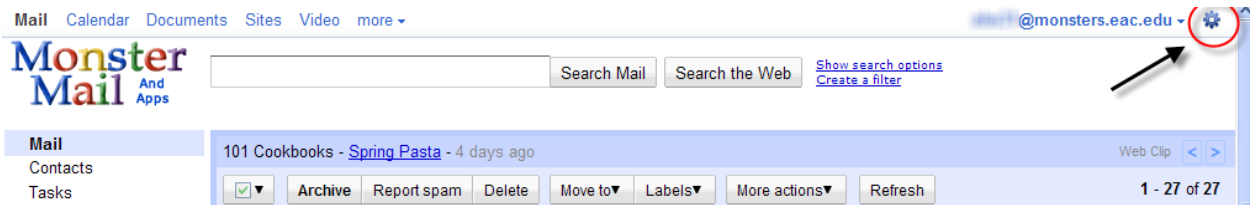


# **Eastern Arizona College**

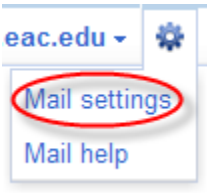
## **HOW TO FORWARD YOUR MONSTER MAIL TO A PERSONAL EMAIL ACCOUNT**



- Within your Monster Mail account, go to the options button at the very top right corner of the page.



- A drop down list will appear, choose Mail settings.



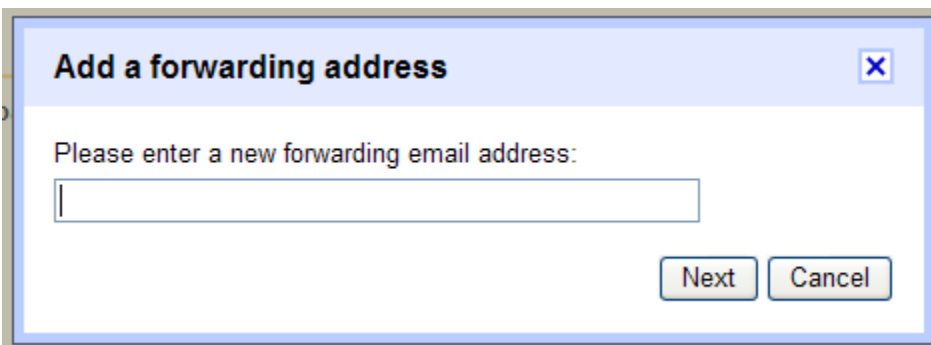
- Go to the **Forwarding and POP/IMAP** tab.



- In the **Forwarding:** section, choose **Add a forwarding address**.

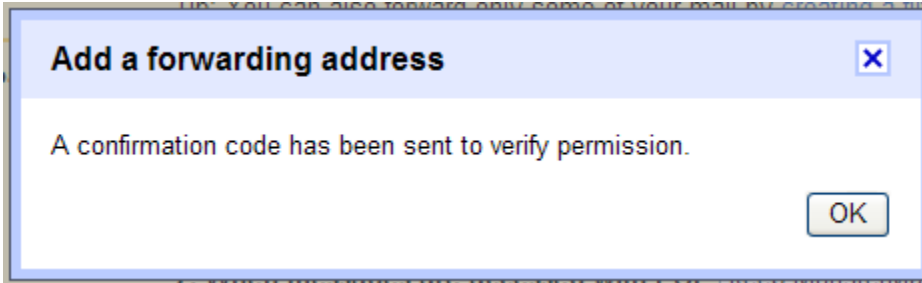


- A small window will pop up, type in the email address you wish to forward to (your personal email).



- Click **Next**

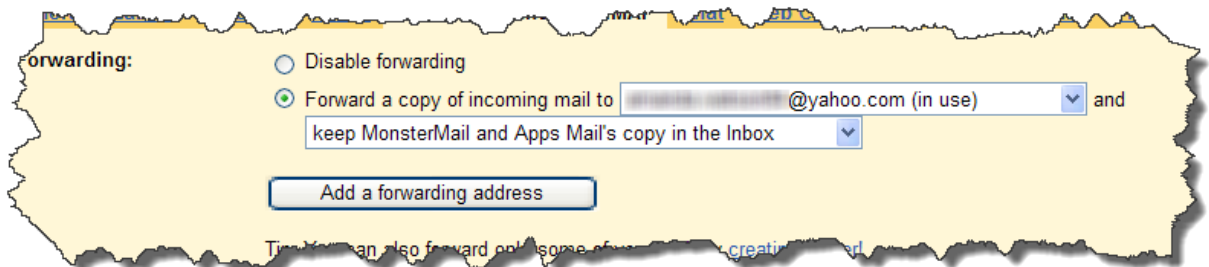
- A message box will appear, click **OK**



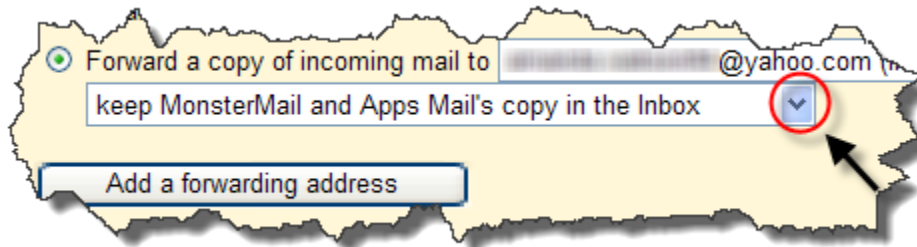
- Now you must go to your personal email account that you added and verify permission. You can do this by finding the email sent from Monster Mail and either selecting the link given or copying the confirmation code and putting it in the text box of your Monster Mail as shown below.



- Click **Verify**
- Click on the radio button next to **Forward a copy of incoming mail to...** to enable forwarding.



- You can choose how you would like Monster Mail to handle the messages it receives by choosing the drop down arrow as show below.



- When you are finished with all of your changes, go to **Save Changes** at the bottom of the page.

