Every EIU student receives a PantherMail account. You can access your PantherMail account using the link on the EIU homepage, and using your EIU network login and password. Your PantherMail account will be the primary means for you to receive notices, information from Financial Aid, Student Accounts and other official EIU communications. It is imperative that you are aware of communications you receive in your PantherMail account.

If you already have a preferred email account, you can change settings in your PantherMail account to forward emails received at that account into your preferred inbox, such as Gmail or Yahoo. This will enable you to keep up with official EIU communications in your inbox without having to check multiple accounts.

To forward your PantherMail email to your preferred email account, complete the following steps:

1. Log into PantherMail; click on the mail icon

In the top right corner of the OWA window, press the "Cogwheel" ⚙ button that will take you to Settings, and then choose Options:
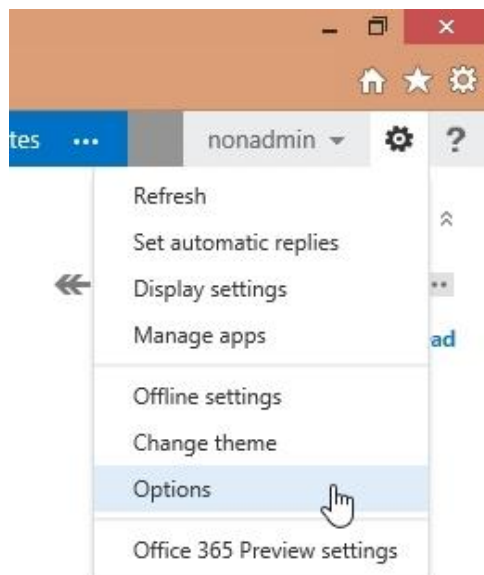
From the Options page, where Account is selected in the left frame and My Account is selected in the middle. Click on the "Forward your email" link on the right:
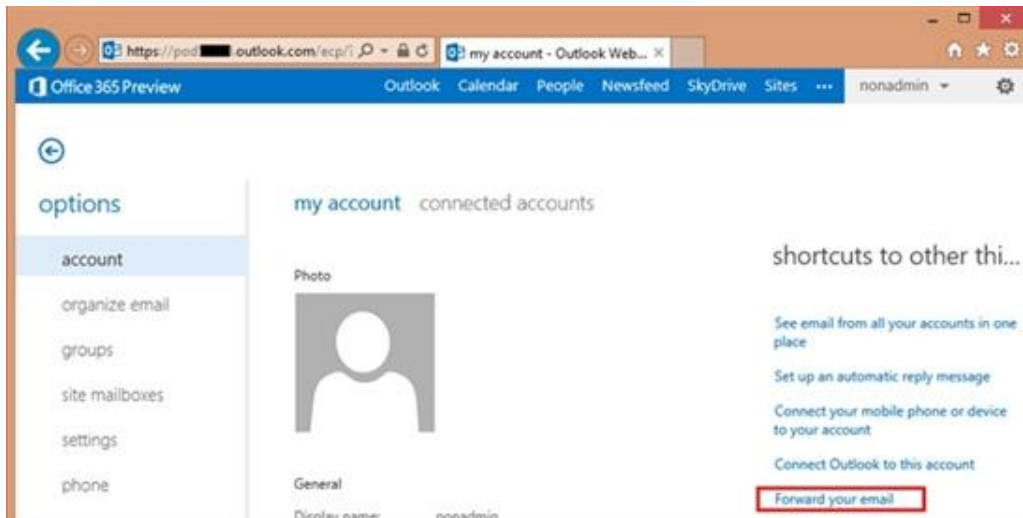
Under the Forwarding section, type in the external email address that you want to forward your mail to and press the "Start Forwarding" button:

Placing a checkmark in the box to "keep a copy in Outlook" will reserve a copy of your forwarded emails in your PantherMail account. While this is a nice backup for email messages, it will require you to periodically log into PantherMail and delete the reserved copies to prevent your inbox from filling up and creating a bottleneck of undelivered emails. For that reason, we recommend you devise a method of filing or backing up your emails from your preferred account, and not use PantherMail as a backup filing system.

If you have any problems or questions please give me a call at 217-581-7227.

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