To set up your PantherMail account so that all incoming mail is automatically sent to another account (Yahoo, Gmail, Hotmail, etc.), you can do so through the PantherMail. Log on to PantherMail at <u>www.eiu.edu/panthermail</u> Click the Preferences tab.

<u> Mail</u>	🚨 Address Book	Calendar	🔀 Tasks	Documents	Eriefcase	Preferences	l.
E Save 💥 Cancel							

On the left you will see a list. Click the Mail.



Scroll down to the Receiving Messages area, go to the Forward a copy to field and enter the email address you wish to send all of your PantherMail to:

Receiving Messages			
When a message arrives:	Play a sound (requires QuickTime or Windows Media plugin)		
	Highlight the Mail tab		
	Flash the browser title		
	Show a popup notification (requires Yahoo! BrowserPlus)		
	Forward a copy to:		
	youremail@yourco.com		
	Don't keep a local copy of messages		

Please make sure that you do check the box marked Don't Keep a Local Copy of Messages. This will bypass Panthermail and go directly to your existing e-mail address. Click the Save button to activate the changes you've made.



Now all email sent to your <u>userid@eiu.edu</u> will be forwarded to your existing email account.