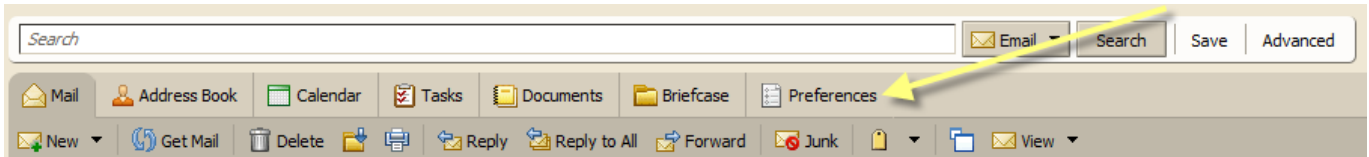


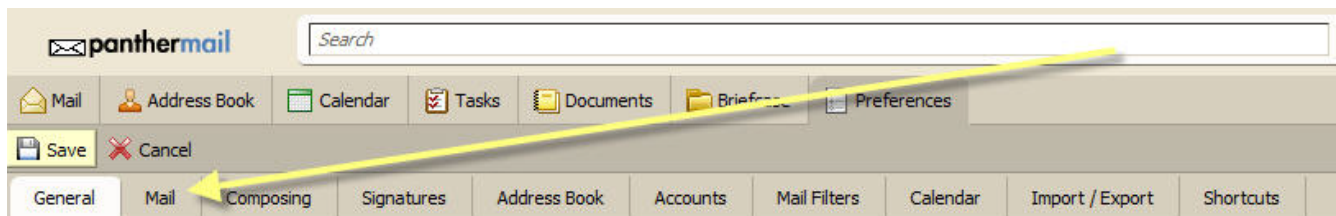
Forwarding your e-mail messages to another e-mail account

Should you wish to set up your PantherMail account so that all incoming mail is automatically sent to another account of your choosing (Yahoo, Gmail, Hotmail, etc.), you can do so through the PantherMail web interface.

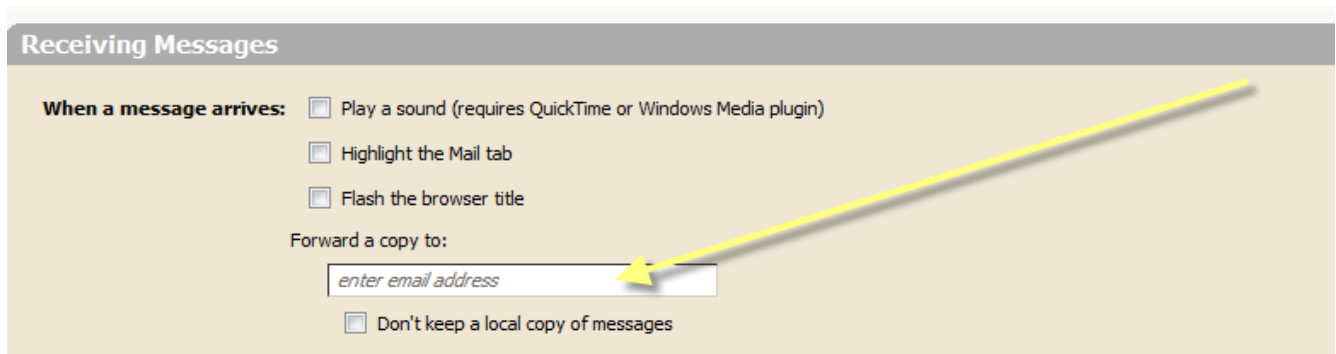
- Log on to the PantherMail web interface at <http://www.eiu.edu/panthermail>
- Click the **Preferences** tab



- You will see a new group of tabs. Click the **Mail** tab.



- Scroll down to the **Receiving Messages** area, go to the **Forward a copy to** field and enter the e-mail address you wish to send all of your PantherMail to.
- If you wish to also keep a copy of your PantherMail in your inbox, be sure that you do not check the box marked "**Don't keep a local copy of messages**". Otherwise, your PantherMail will bypass your EIU e-mail address and will go directly to the e-mail address of your choosing.



- Click the **Save** button to activate the changes you've made.

