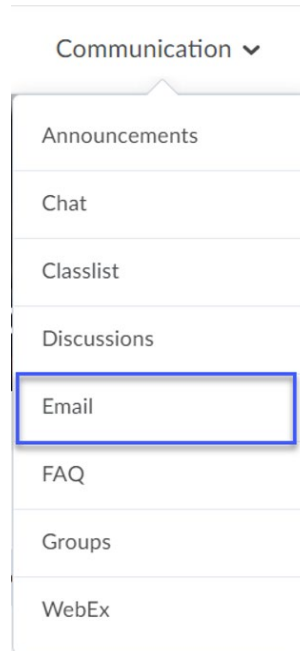
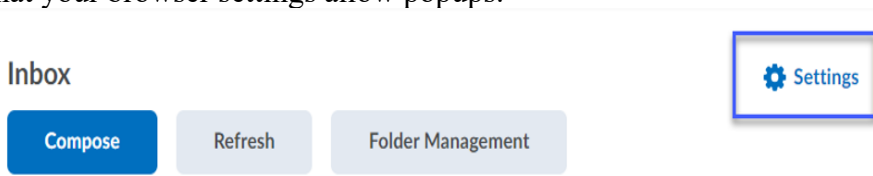


# Setting Up Email Forwarding

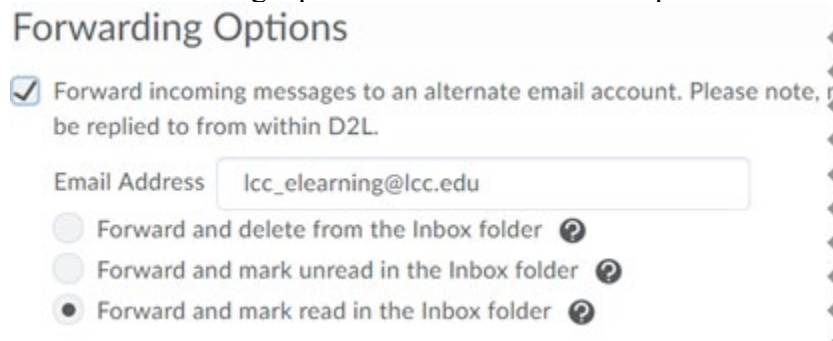
**Note:** As a best practice we recommend checking your all messages folder when checking email in D2L; NOT just the folder associated with a course.



1. From the Communication menu, select Email.
2. Select Settings. **NOTE:** If you have trouble accessing Settings on a mobile device, check that your browser settings allow popups.



3. Scroll through the Email, Display, and Forwarding options to select the options you wish to use.
  - To forward incoming messages to an alternate account, under the Forwarding Options section select the checkbox to Forward incoming messages to an alternate email account.
  - Select a Forwarding Option from the three listed options.



4. Select Save.

5. Access your alternate email account to confirm your email address.
6. From within the Confirm your Email Address email, select Confirm Email Address.

Please confirm your email address

[Confirm Email Address](#)

This was emailed to [REDACTED]

If you did not request this change, you can safely ignore this email.