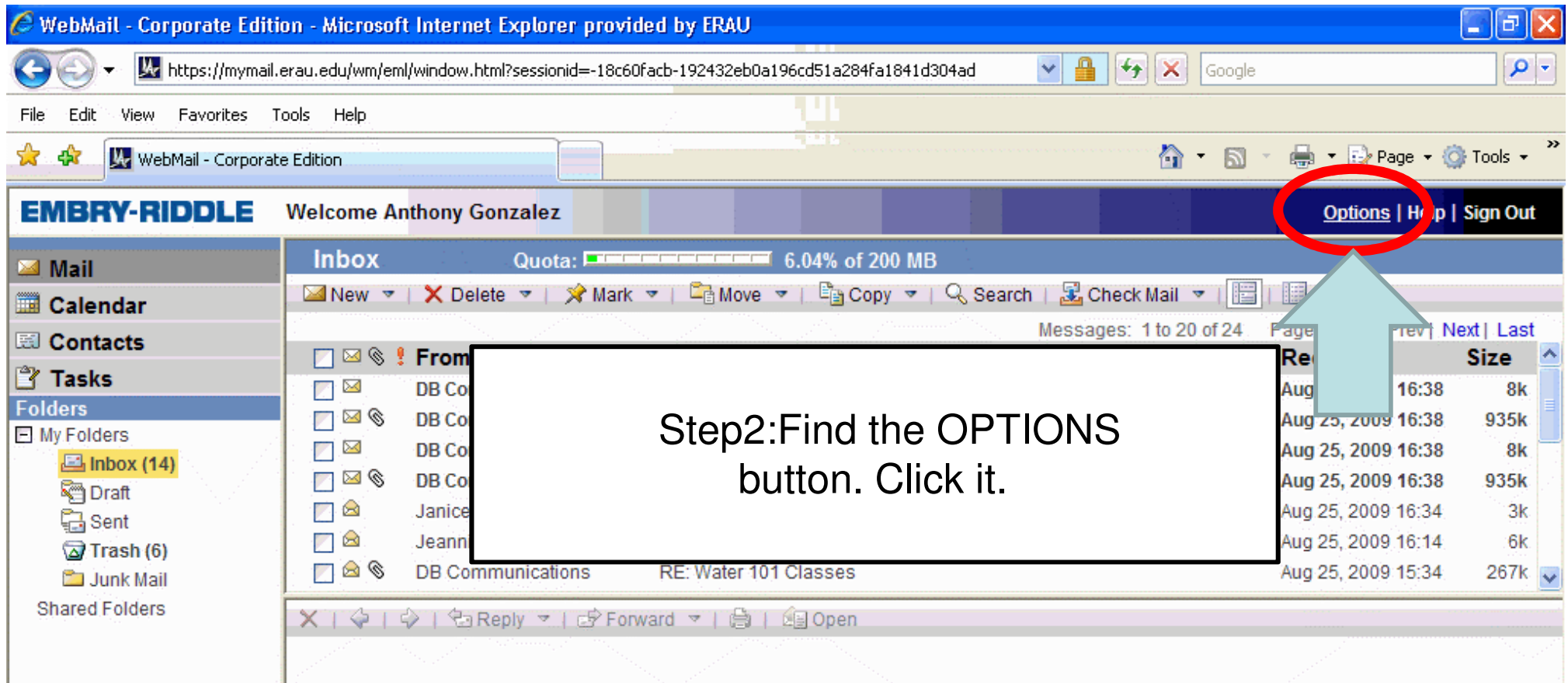


LIVE MAIL forwarding

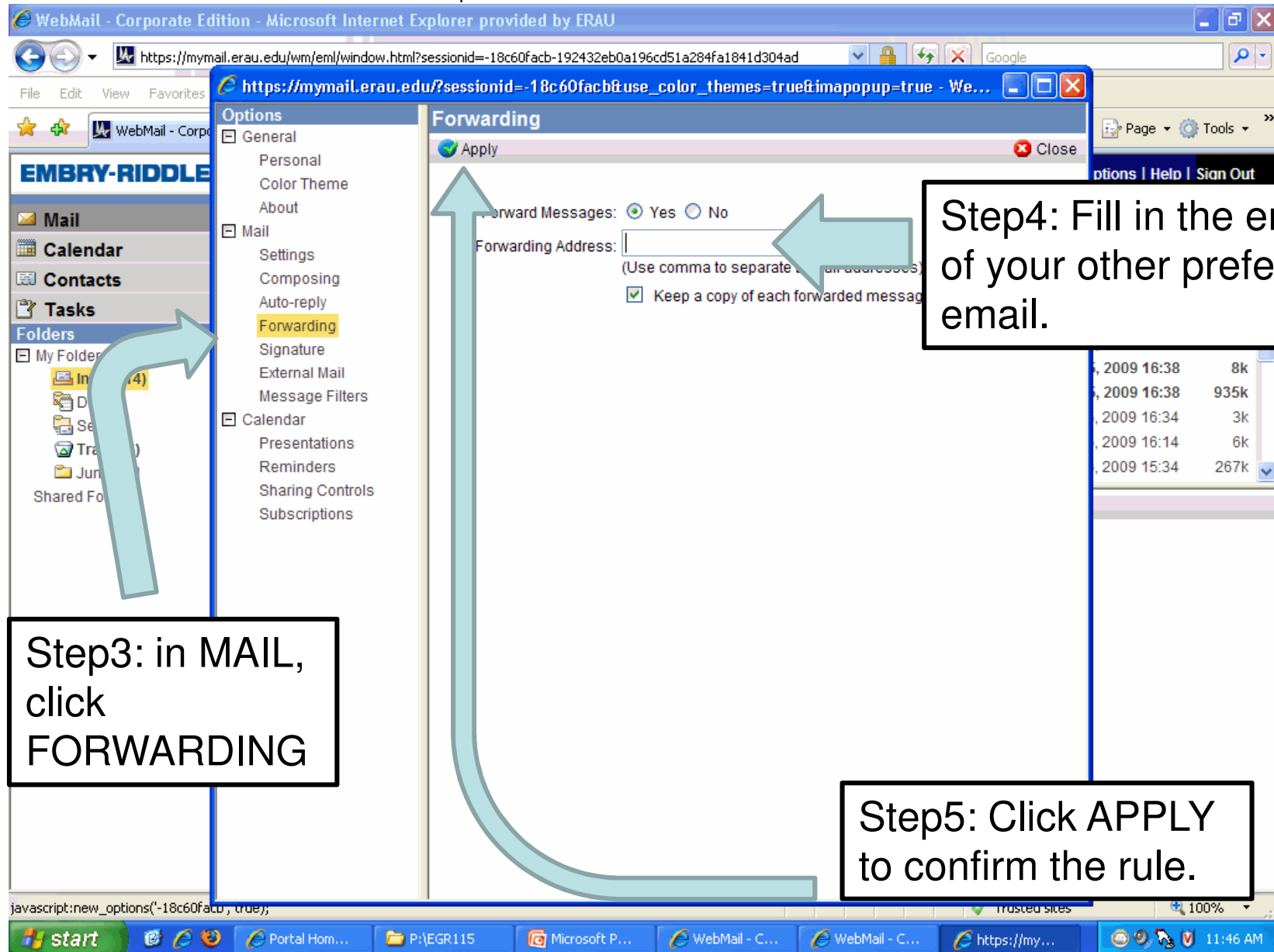
Step1: Log into your Ernie account and click to open your mailbox



The screenshot shows the WebMail interface in Microsoft Internet Explorer. The browser title is "WebMail - Corporate Edition - Microsoft Internet Explorer provided by ERAU". The address bar shows the URL: <https://mymail.erau.edu/wm/eml/window.html?sessionid=-18c60facb-192432eb0a196cd51a284fa1841d304ad>. The page header includes the Embry-Riddle logo, the text "Welcome Anthony Gonzalez", and navigation links for "Options", "Help", and "Sign Out". The "Options" link is circled in red, and a light blue arrow points to it from a text box. The main content area shows an "Inbox" with a quota of 6.04% of 200 MB. A list of messages is displayed with columns for "From", "Re", "Size", and "Date". A text box is overlaid on the message list.

Step2: Find the OPTIONS button. Click it.

Configure the forwarding



Step3: in MAIL, click FORWARDING

Step4: Fill in the email of your other preferred email.

Step5: Click APPLY to confirm the rule.