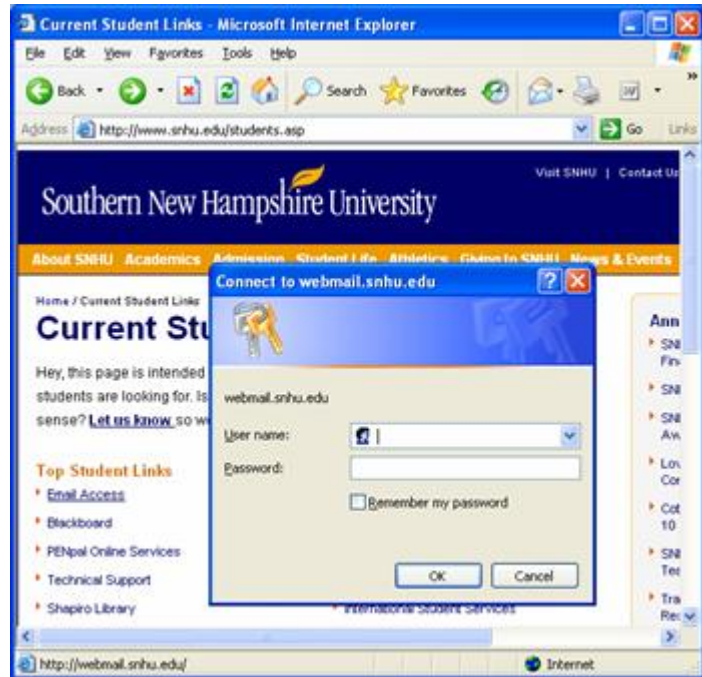
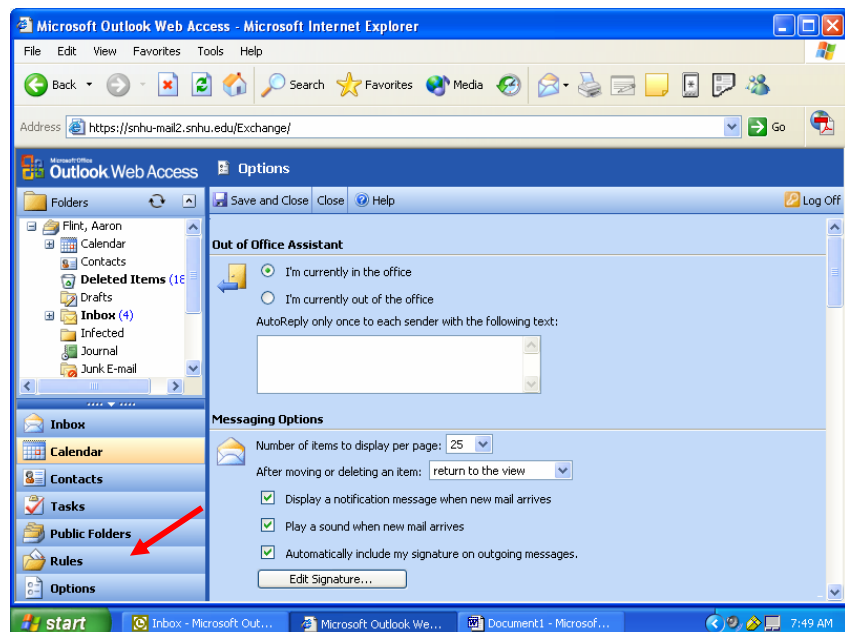


Forwarding Your SNHU Email

Step #1: Log into SNHU Webmail. If you are unclear on how to do this, go to <http://it.snhu.edu/email/#Directions>. Please note that the login screen has changed and looks like the following example.

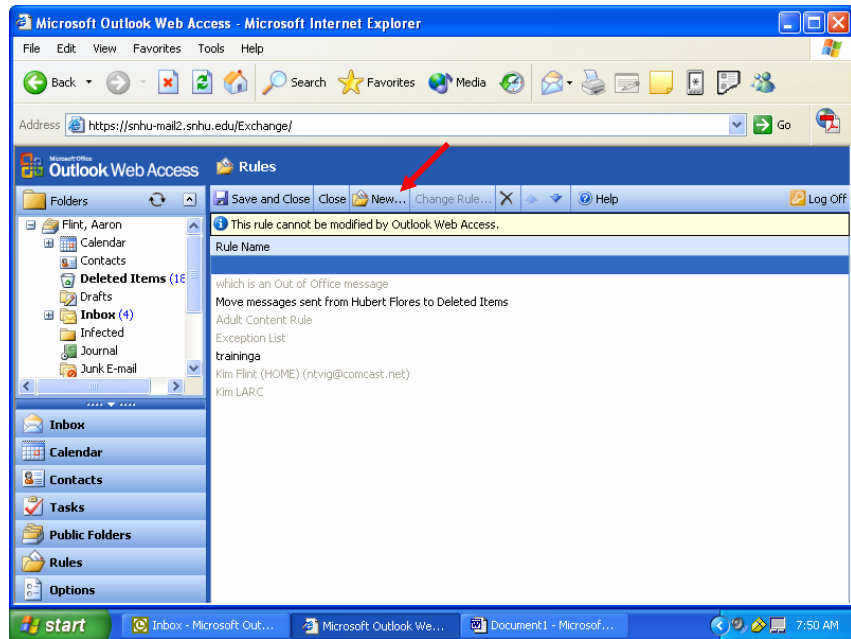


Step #2: Once logged into SNHU Webmail, click on the Rules button in the lower left-hand corner of the screen.



Forwarding Your SNHU Email

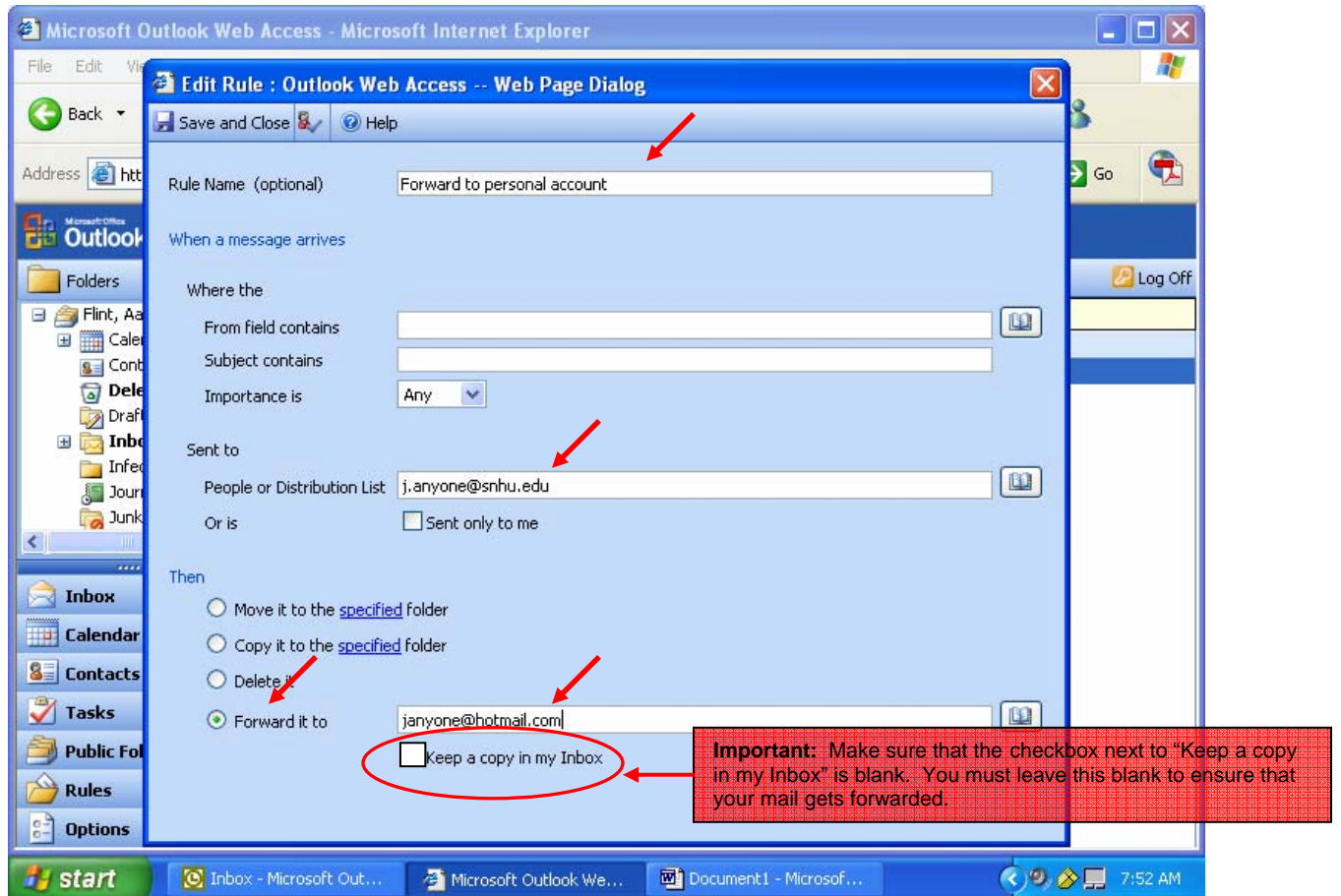
Step #3: In the Rules window click on the **New** button.



(continued on next page)

Forwarding Your SNHU Email

Step #4: Complete the fields in the Edit Rule window as in the picture substituting your email address for the sample:



Step #5: Click Save and Close button at the top of the screen to save changes. You can now log out of SNHU Webmail and your email will be forwarded to your personal account.