

Migration Steps for Forwarding Your Mail

Software: LC Mail

Platform: Mac/PC

Overview:

If you currently have mail forwarding set up for your Webmail account, you will need to unforward your mail in order to migrate to Lcmail. After you have successfully migrated to Lcmail, you will be able to set up forwarding again within your new account.

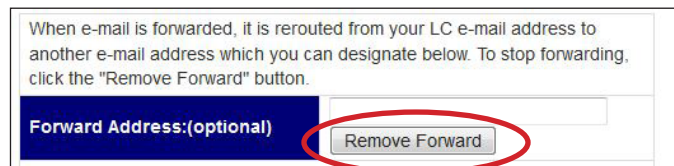
Step-by-step instructions:

1. From the main Information Technology web page, click on the **Frequently Used Links** button, and click on **Forward/Set Vacation Message** under **Forms/Requests**. This will take you to a page where you are prompted to enter your username. Once you enter your username, your Forwarding and Auto-reply settings will appear. Click on **Remove Forward** (see Figure 1).

Figure 1

2. Enter your password and click **SUBMIT**.

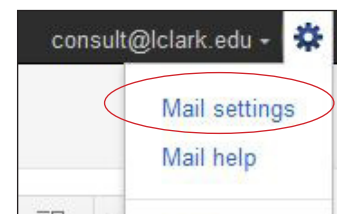
3. Go to go.lclark.edu/google and click on **I want to go Google**. Follow the steps to migrate your account to Lcmail.



4. After you have successfully migrated to Lcmail, go to lcmail.lclark.edu and log into your new account. Once you have logged in, click on the gear in the top right corner to open up Mail Settings (see Figure 2).

Figure 2

5. In Mail Settings, click on the **Forwarding/POP** tab and click on the **Add a Forwarding Address** button. Enter the e-mail address to which you'd like your mail forwarded and click **Next**. Confirm the e-mail address by clicking **Proceed**.



6. A confirmation code will be sent to your forwarding e-mail address. To verify that you want your mail forwarded to this account, log in to your forwarding account and click on the link provided in the confirmation email.

*Note: If this link does not work, you can copy the confirmation code provided in the email, log into your Lcmail account and enter the information into the confirmation code field under the **Forwarding/POP** tab.*

7. Your mail is now being forwarded to your alternate e-mail address! Once forwarding has been set up, you can choose whether you want a copy to be saved in your Lcmail, if you want the copy to be marked as read, if you want it to be archived, or if you simply want to delete it from your Lcmail inbox entirely (see Figure 3).

Figure 3

