# Enabling the Auto-Forwarding Feature

Student Guide to E-Mail – College of DuPage

Your student e-mail account has an automatic forwarding feature that you can use to forward all incoming messages to another e-mail account.

Use the following steps to set up the Auto-Forwarding feature:

1. Log into you student e-mail account.
2. Open the options menu by clicking on the gear icon in the upper, right corner of the page.
3. Click on "Mail."
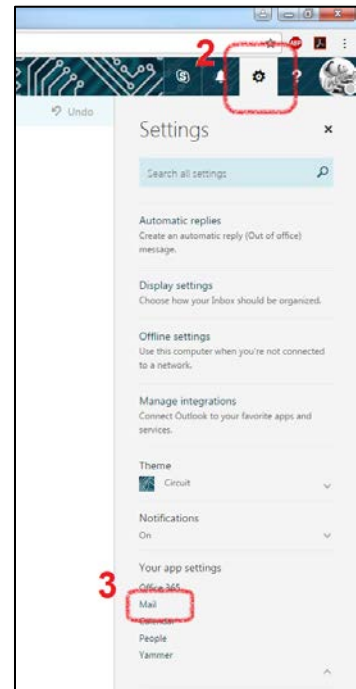
4. Click on the "Forwarding" link in the left-hand panel.
5. Click on the "Start forwarding" radio button.
6. Enter the e-mail you would like to forward your incoming messages to.
7. Click on the "Save" button to save your changes.
8. Click on the "Options" link to return to your inbox.
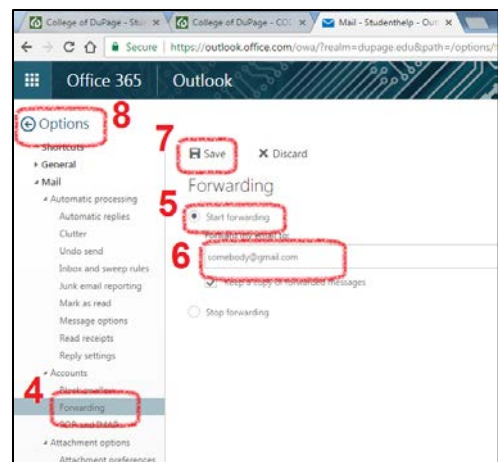
Please note that it can take up to 30 minutes for the changes to take effect.

Please contact the Student Support Helpdesk at (630) 942-2999 or studenthelp@dupage.edu for further assistance.