OVERVIEW

This guide will demonstrate how forward to your John Marshall Student Email to an external email account.

PROCEDURE

1. Log on to your student webmail by entering your John Marshall email address and password.

2. In the upper right corner of the screen, click the gear icon, and then from the drop down menu, select “Options”.

   ![Authentication Required]

   ![Options Menu]

Enter username and password for https://s3.law.jmu.edu

User Name:
Password:

Options

Refresh
Set automatic replies
Display settings
Manage apps
Offline settings
Change theme
Options
Office 365 settings
3. On the right area of the screen, click “Forward your email”.

   shortcuts to other things you can do

   See email from all your accounts in one place
   Set up an automatic reply message
   Connect your mobile phone or device to your account
   Connect Outlook to this account
   **Forward your email**
   Change your password
   Import your contacts from an existing email account

4. Under Forwarding, type in the email address that you would like to have your email forwarded to, and then click “start forwarding”. Make sure to keep the box checked to *Keep a copy of forwarded messages in Outlook Web App*. 