Setup Email Forwarding on Rotman Alumni Email Account
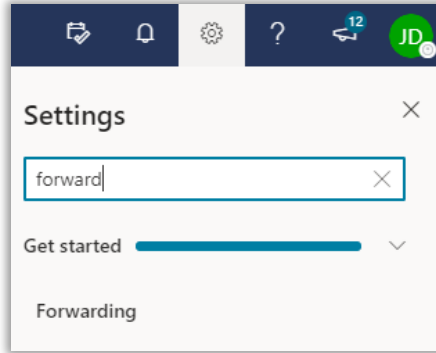
- Login to your Rotman Alumni email account from the following link.
  http://alumnimail.rotman.utoronto.ca

- Click on the **gear icon** located towards the top right of the page

- Type **forward** in the search box and click on **forwarding** from the results.

- Click the **Enable forwarding** check box
- Enter the email address where you would like to forward email sent to your Rotman Alumni email address.
- Check **Keep a copy of forwarded message** if preferred.
- Click **Save**