Setup Email Forwarding on Rotman Alumni Email Account

- Login to your Rotman Alumni email account from the following link. <u>http://alumnimail.rotman.utoronto.ca</u>
- 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.

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Forwardi	ng				

- 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

Forwarding		
You can forward your email to another account.		
Forward my email to:		
john.doe@gmail.com		
Keep a copy of forwarded messages		