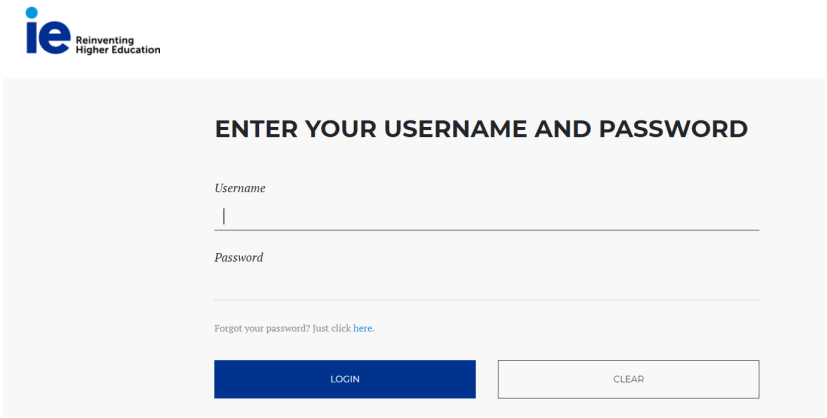
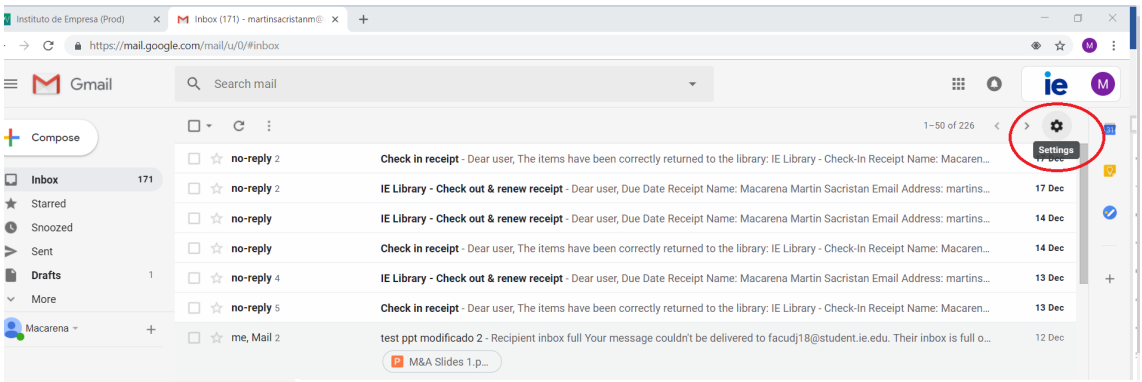
# FORWARD THE EMAIL

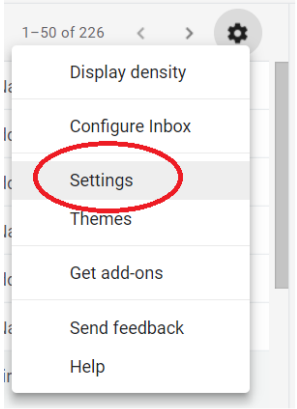
For forwarding the email to our personal email, we have to follow these instructions:

1. Start the personal page with our username and password, http://mail.faculty.ie.edu if you are faculty, or http://mail.student.ie.edu if you are student.

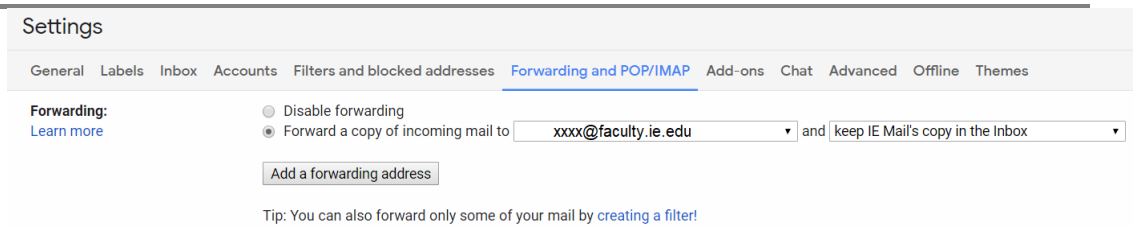



and go to "settings"- "settings"

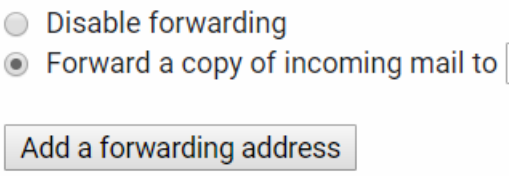


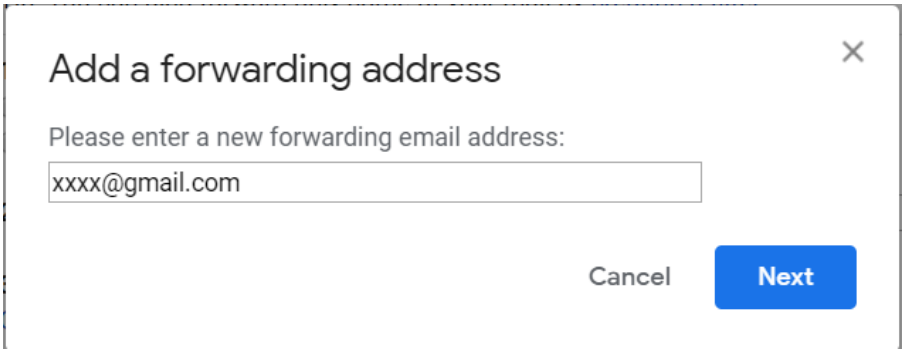

2. Now, select de tab "Forwarding and POP/IMAP"



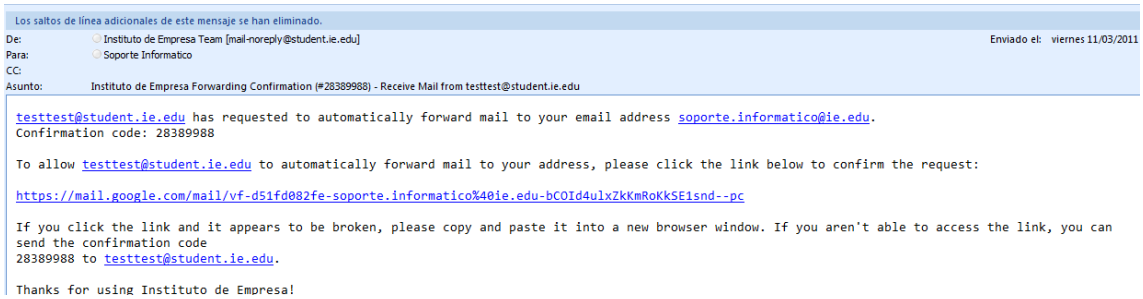

3. Do click in the button "Add a forwarding address"



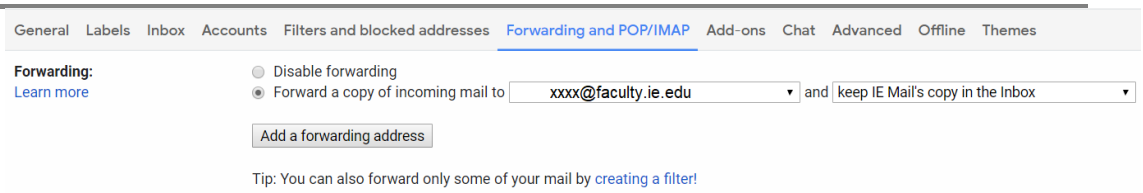

4. And insert the direction of our personal address



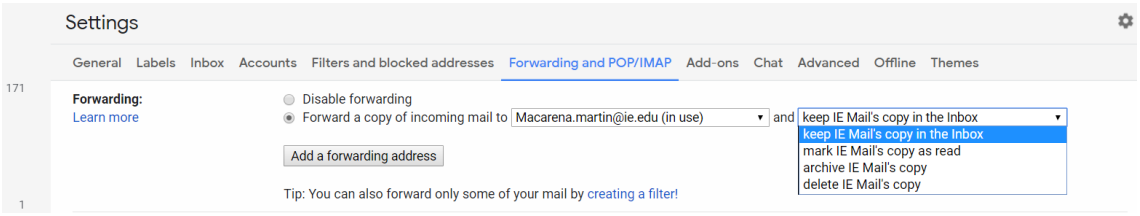

5. The system sends us one mail of confirmation to our personal email. We have to open this mail and click in the link for the verify

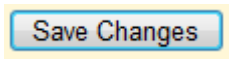



6. We have to go back to open the email of IE.




7. As the last step, we have select the option "Forward a copy of incoming mail to" and chose the option that we prefer for the forwarding:




And chose the option that we prefer for the forwarding: "keep IE Mail´s copy in the inbox"; "mark the copy as read"; "delete copy" etc….
Press the button "Save change" at the end of the page, and we have now our account forwarded.