

## INSTRUCTIONS FOR EMAIL FORWARDING USING NYIT'S MYMAIL SERVICE

1. Log on to mymail using <http://mymail.nyit.edu>. Alternatively, use [www.nyit.edu](http://www.nyit.edu) and then click on **Resources**, **NYIT Connect**, and **mymail**.
2. Enter your username and password and press <ENTER>.
3. Choose **Options**, then **Settings**. The screen will look like this:

The screenshot shows the NYIT mymail interface. At the top, it says "Welcome John Ringen" and has "help" and "logout" links. Below that is a navigation bar with "Folders", "Inbox", "Sent", "Trash", "Drafts", "Addresses", "Options", and "Calendar". The "Options" tab is selected, and the "Settings" page is displayed. On the left is a sidebar with links: "Account Summary", "Personal Information", "Password", "Settings", "Appearance", and "Vacation Message". The "Settings" page contains several sections: "Deleting Mail" with radio buttons for "Move deleted messages to Trash" (selected) and "Mark messages deleted", and checkboxes for "Empty folder on logout" and "Remove deleted messages from Inbox on logout"; "Spell check" with a checkbox for "Always check spelling"; "Sent Messages" with a checkbox for "When sending a message place a copy in Sent" and a dropdown menu; "Message Drafts" with a dropdown menu; "Reply Quoting" with a checked checkbox for "Automatically quote original message"; and "Mail Forwarding" with a text box containing "jringen@optonline.net" and "Save Changes" and "Reset" buttons. Handwritten annotations include: an arrow pointing to "Options" in the navigation bar; an arrow pointing to "Settings" in the sidebar; an arrow pointing to the "logout" link; the word "LOGOUT" written in large letters; an arrow pointing to the "Settings" link in the sidebar; the text "ENTER PREFERRED EMAIL ADDRESS HERE" with an arrow pointing to the text box; and the text "THEN CLICK ON 'SAVE CHANGES'" with an arrow pointing to the "Save Changes" button.

4. Enter your preferred email address in the "mail forwarding" box and then click on "Save Changes."
5. Finally, click on "logout" in the upper right-hand corner.

Your email messages sent to you at mymail.nyit.edu will then automatically be forwarded to your preferred email address without any further effort on your part.