Forwarding Email

Since most of us now have two email accounts that need regularly checked, it might be prudent to forward your UNM email (associated with your UNM NetID) to your law school account.

All Banner messages go to your UNM email, so it is important that you either check it regularly or forward to your law school address.

- 1. Go to http://mail.unm.edu
- 2. Log on with your NetID your NetID is the same credential you use to access MyUNM
- 3. You should now see your mailbox.

Find the Gear Icon in the upper right corner and and Select Options



4. Then click the **Forwarding** link



Shortcuts
General
⊿ Mail
 Automatic processing
Automatic replies
Clutter
Inbox rules
Junk email reporting
Mark as read
Message options
Read receipts
Reply settings
Retention policies
Accounts
Block or allow
Connected accounts
Forwarding
POP and IMAP

5. Type your law school email address in the box labeled **Forward my email to:** forwarding

yourlawschoolaccount@law.unm.edu	×
Keep a copy of forwarded messages in Outlook Web App)

start forwarding

6. Then click Save

If "Keep a Copy" is checked, the mail will remain in your UNM mailbox but you will also receive a copy in your law school email.