

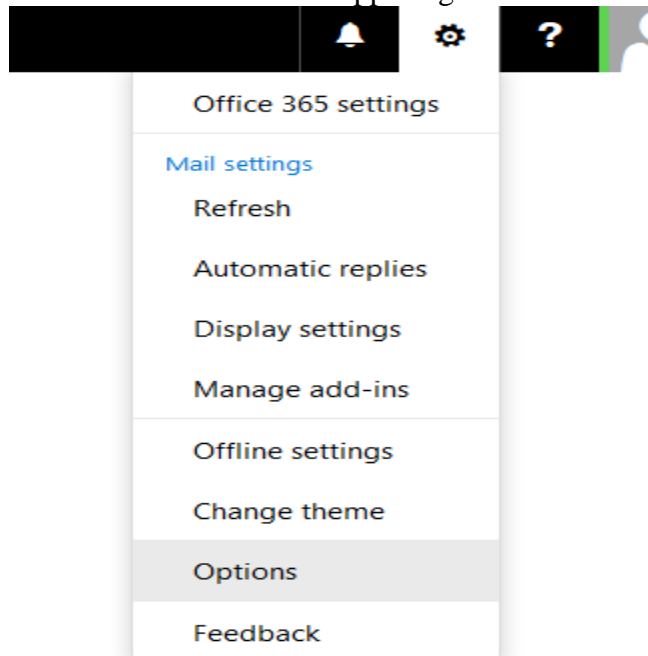
Forwarding Email

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.

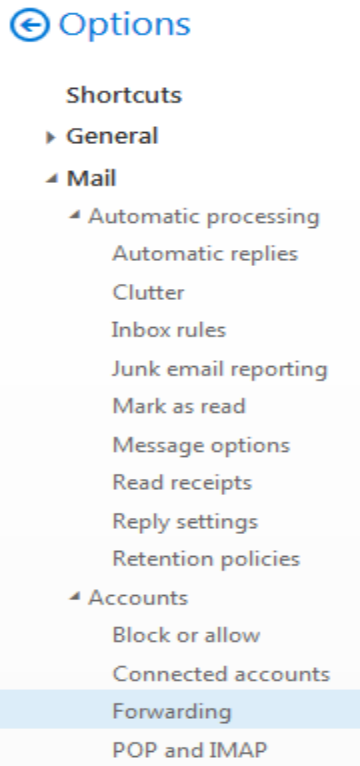
All Banner messages go to your UNM email, so it is important that you either check it regularly or forward to your law school address.

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



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

Forward my email to:

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Keep a copy of forwarded messages in Outlook Web App

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.