## Harper College

## Forwarding Your Harper Email to a Personal Email Address

Anything Harper College sends electronically will go to your Harper email account. Forwarding your email to a personal account simplifies your life (one less account to check!) and helps insure you don't miss anything important.

Forward your email with these simple steps:

- 1. Sign into your <u>MyHarper Portal (myharper.harpercollege.edu)</u> to access your email account.
- 2. Look for the "My Unread Emails" section on the left side of your screen. *If you have not logged in yet, you'll need to click on the link within this box to enter your username and password.*



3. Once in your email, click on the gear icon at the top right of the email page, then select **settings**.



4. Click on the Forwarding and POP/IMAP link in the top bar (above the gray screen).

Mail •	Settings		¢ -
COMPOSE Indox (669) Starred Important Sent Mail Deafts (2) Follow up Mose Priority More =	General Labels Inbox Accounts		
	Language:	Harper College Mail display language: [English (US)  Change language settings for other Google products Show all language options	
	Phone numbers:	Default country code: United States	
	Maximum page size:	Show 250 v conversations per page Show 250 v contacts per page	
	Images:	Always display external images - Learn more     Ask before displaying external images	
	Default reply behavior: Learn more	® Reply ○ Reply all	
	Default text style:		

5. Locate the Forwarding area, which is the first area in the list and click the **"Add a Forwarding Address"** button.

Mail •	Settings			
COMPOSE	General Labels Inbox Accounts Filters	and Blocked Addresses Forwarding and POP/IMAP		
Inbox (669) Starred	Forwarding: Learn more	Add a forwarding address		
mportant Sent Mail Drafts (2) Follow up disc Priority	POP Download: Learn more	Status: POP is realised for all mult has an involution 72310     Deable POP for all mail (even all birth shirts) then downloaded)     Deable POP for all that an invest from now on     Disable POP 2. When messages are accessed with POP [keep Harper College Mail's copy in the inbox 3. Configure your small cells of g. Outlook, Eudora, Netscape Mail's Configure instructions		
tone +	IMAP Access: passes regise Cating Mail from other starts using MMP) Learn more	Status: MAP & establed ** Exate IMAP Datable IMAP When I mark a message in IMAP as defauld: ** data Expansion of the status (datable to the status) ** data Expansion of the forth of the status (datable imap) When a message is marked as deleted and expansed from the last visible IMAP folder:		

- 6. Enter the personal email you regularly use. You will receive a confirmation number at this email address.
- 7. Once you receive the confirmation code in your personal email, enter the code on your Forwarding POP/IMAP screen for verification.
- 8. Select the **"Forward a copy of incoming mail to"** option and choose your personal email address in the drop down. Make sure the **"keep Harper College Mail's copy in the Inbox"** is also selected.

COMPOSE	General Labels Inbox Accounts	Filters and Blocked Addresses Forwarding and POP/IMAP		
Inbox (669)	Forwarding: Learn more	<ul> <li>Disable forwarding</li> <li>Forward a copy of incoming mail to</li> </ul>	✓ and keep Harper College Mail's copy in the Inbox	~
Starred		Add a forwarding address		
Sent Mail		Tip: You can also forward only some of your mail by creating a filter	6	

9. Click "Save Changes" at the bottom of your screen.

All email sent to your Harper email address will now be automatically sent to the personal email address you provided. For further assistance, please contact the Student Service Desk at 847.925.6866 or studentsd@harpercollege.edu