

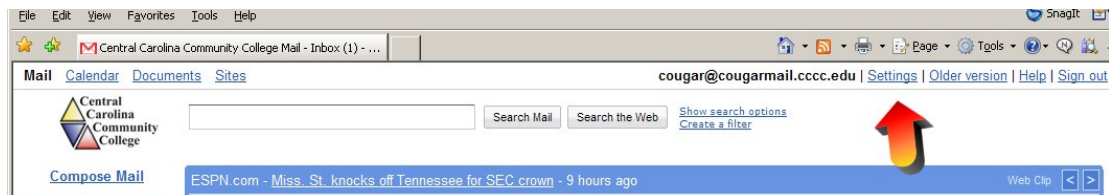
How to Forward Mail from Cougar Mail to Another Email Account

Forwarding email from your Cougar Mail account to another email account is a simple process.

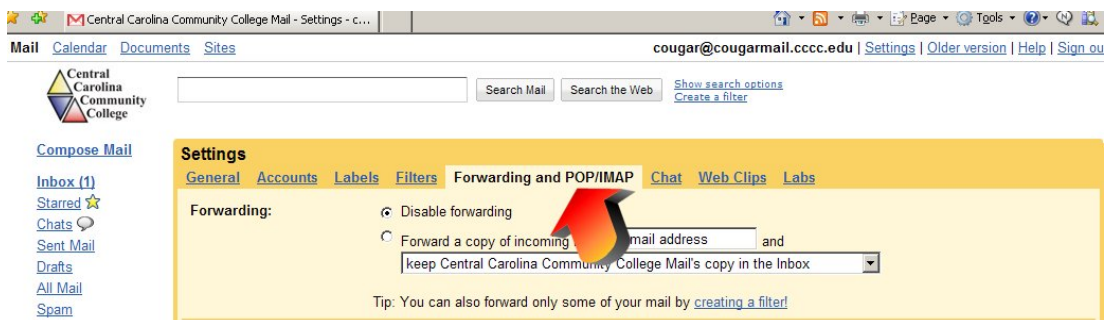
1. First login to Cougar Mail by clicking on the Cougar Mail stamp link from the CCCC website.



2. Enter your username and password (if this is your first time logging on please follow the instructions provided to you at registration).
3. After logging in, click settings in the top right hand corner as indicated by the arrow in the picture.




4. Next click on the Forwarding and POP/IMAP tab.



5. Click on the forward a copy... radio button and then type the desired email address in the first box. *We recommend leaving the drop down box to keep mail in the inbox so that you will have a backup.*

Settings

[General](#) [Accounts](#) [Labels](#) [Filters](#) **Forwarding and POP/IMAP** [Chat](#) [Web Clips](#) [Labs](#)

Forwarding:  Disable forwarding

Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by [creating a filter!](#)

6. Make sure to click save at the bottom of the page.

(access Central Carolina Community College Mail from other clients using IMAP)
[Learn more](#)

Enable IMAP

Disable IMAP

2. Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

You are currently using  0 MB (0%) of your 7305 MB.

7. You are now finished setting up forwarding inside of Cougar Mail.