

Forwarding Your UH Mail to Another Email Account

It is important to receive the email that is sent to your UH account. However, if you have another email account that you check more frequently, you can forward your UH email to that account.

1. **Log in** to your UH Email account by going to

<https://mail.hawaii.edu>



2. Click on the **Options** tab.

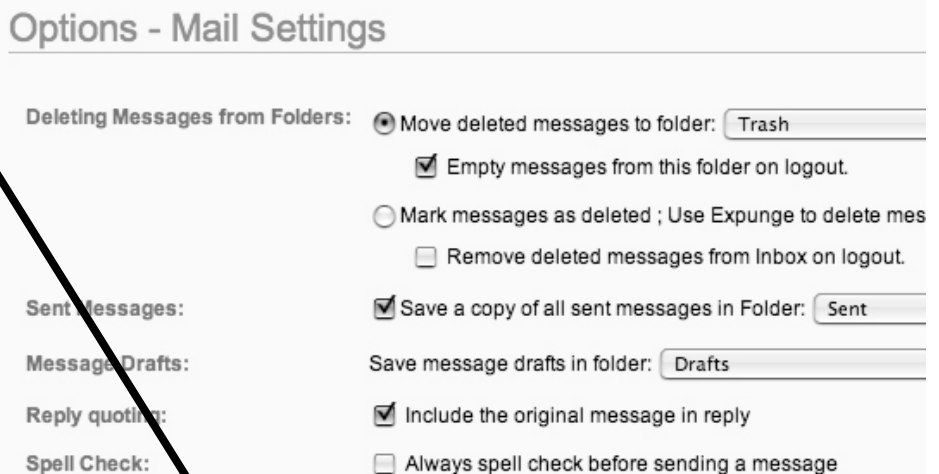


3. Click on the **Settings** button on the left side



4. The **forward options** are at the bottom the window.

- Click on “enable forwarding”
- If you do not want the UH mail server to keep a copy of the mail that is forwarded to your other account, click “Don’t Leave Copy on Server”
- Enter the email address that you would like your emails to be forwarded to.
- Click on the “Save” button



5. **Close** the web browser.

6. Send an email to your hawaii.edu account to verify it forwards properly.

