Forwarding Your Email to an Account You Check Frequently

Learn how to send email from your free Harper College email account to another email address you check on a daily basis. This will allow you to get all information sent to you from your classmates and professors without having to check more than one email address.

Note: All important student information sent electronically from Harper College will automatically go **only** to your free Harper College email account. To ensure that you receive this email, **please use your free Harper email account for Blackboard**, and follow the steps listed below to forward that email to another account you may prefer to use.

1. Sign in to your Harper Student Portal at https://my.harpercollege.edu/cp/home/loginf .

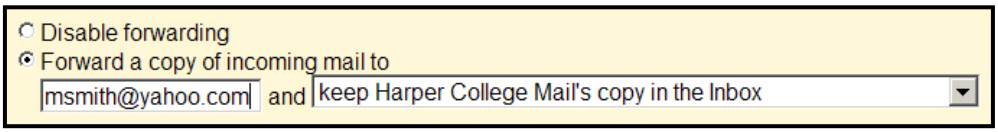
2. Click the Email icon located at the top right side of your portal page to access your free Harper email account.

3. Click on **Settings** at the top of the page.

4. Click the **Forwarding and POP/IMAP** tab.

5. Locate the Forwarding area, which is the first area in the list, and click the **Forward a copy of incoming mail to**: radio button to select it (see below).

6. Then, enter the email address that you check on a daily basis (see below).



7. Select whether to keep a copy of the email in your free Harper email Inbox, send it automatically to All Mail, or sent it automatically to Trash using the drop-down menu (see above).

8. Click **Save Changes**. All email sent to your free Harper email account will now be automatically sent to the email address you check regularly.

Your free Harper email account will be set up and ready for your use approximately 48 hours after you first register at the College.