

YOUR CAMPUS EMAIL ACCOUNT

Mail Forwarding: Sending a copy of all email coming into your “Campus Email” account directly to your home computer email address.

MAIL FORWARDING DIRECTIONS Go to the on-line campus email at: <https://mail.csusb.edu> (notice there is an “s” added to http). Or, merely go to our PDC home page & click on the email link.

You will see a login screen. Type in the first part of your campus email address, up to @. Example: User ID for butter@csusb.edu is butter.

After you have logged in, follow the instructions below:

1. Click the Options tab.
2. Click the Settings box on the left panel.
3. Enter the email address in the text box below the following:

Mail Forwarding

Forward copies of new messages to (one address per line):

Example:

Smithjc203@hotmail.

Then click Save.

This will send a copy of every message you receive at your “@csusb.edu” account to another address, such as your email account at hotmail, msn, yahoo, etc.

Here is a visual guide to forward your e-mail:



