Forwarding Mail in CougarMail

1. After logging into CougarMail, select gearshift icon, located in the upper right corner, beneath your CougarMail address.
2. From the dropdown, select “Settings”.
3. Select the “Forwarding and POP/IMAP” tab.
4. Select “Add a forwarding address”.

Contact the eLC at 972.881.5870 eLC@collin.edu
For more tutorials, please go to: http://online.collin.edu
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5. Enter the email address to receive the forwarded Cougarmail, followed by selecting “**Next**”.

6. Select “**Proceed**”.

7. Select “**OK**”.

8. Go to your preferred email account (the one to which you want your CougarMail to go) and copy the code.

9. Select the “Forward a copy of incoming mail to” button, followed by selecting how you want your mail in CougarMail to be managed.