

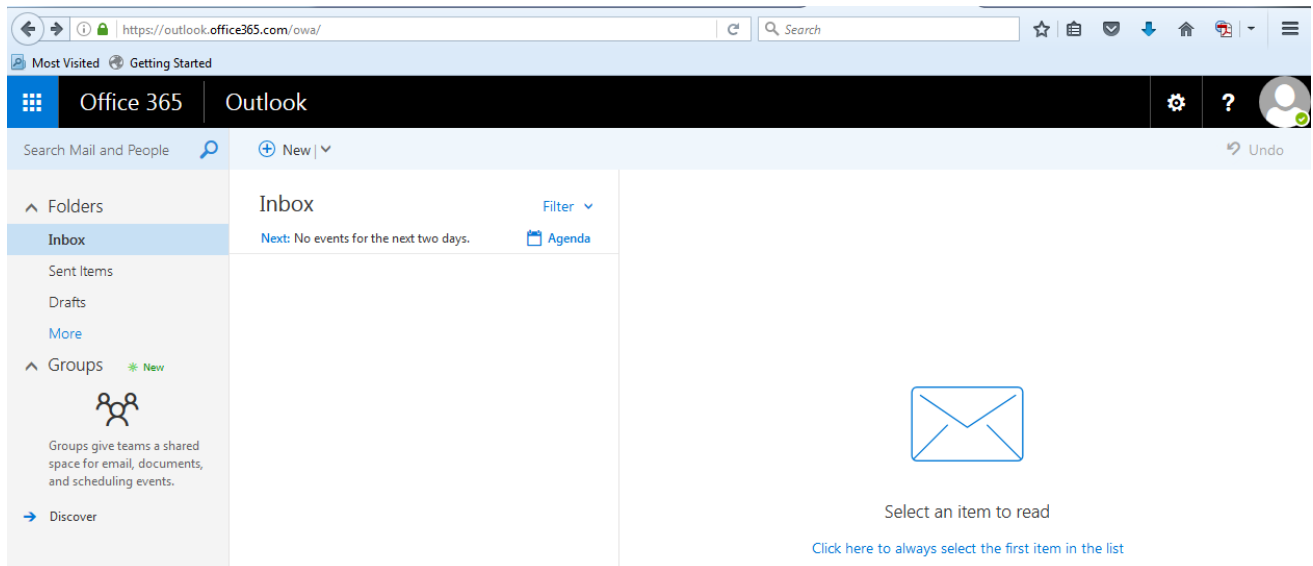
## How do I forward my Western email to my preferred email address?

If you choose not to use your Western email, it is extremely important that you forward it to your preferred email address. Western Human Resources, learners and clinical departments may use your Western email to contact you regarding important information such as payment, learning objectives, etc. This will avoid duplication or loss of items mailed to one account and not the other.

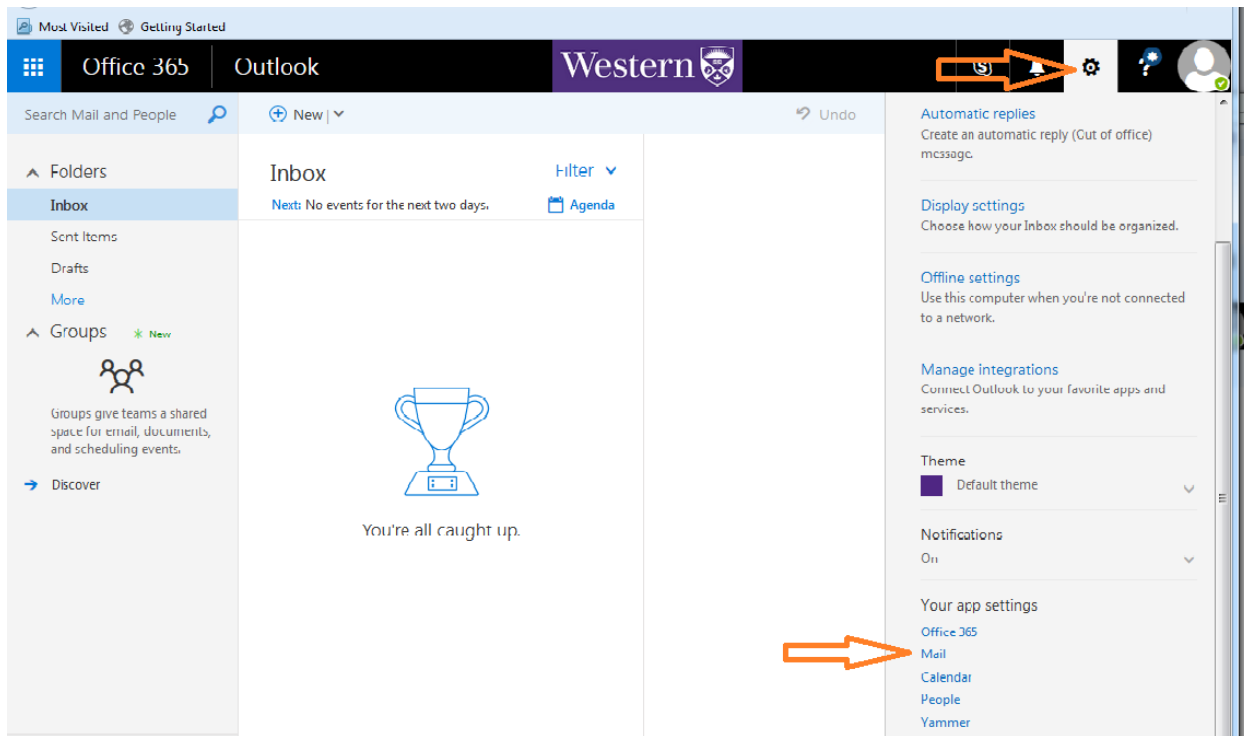
The steps below will explain how to redirect messages from your Western email address to your preferred email address.

### Procedure:

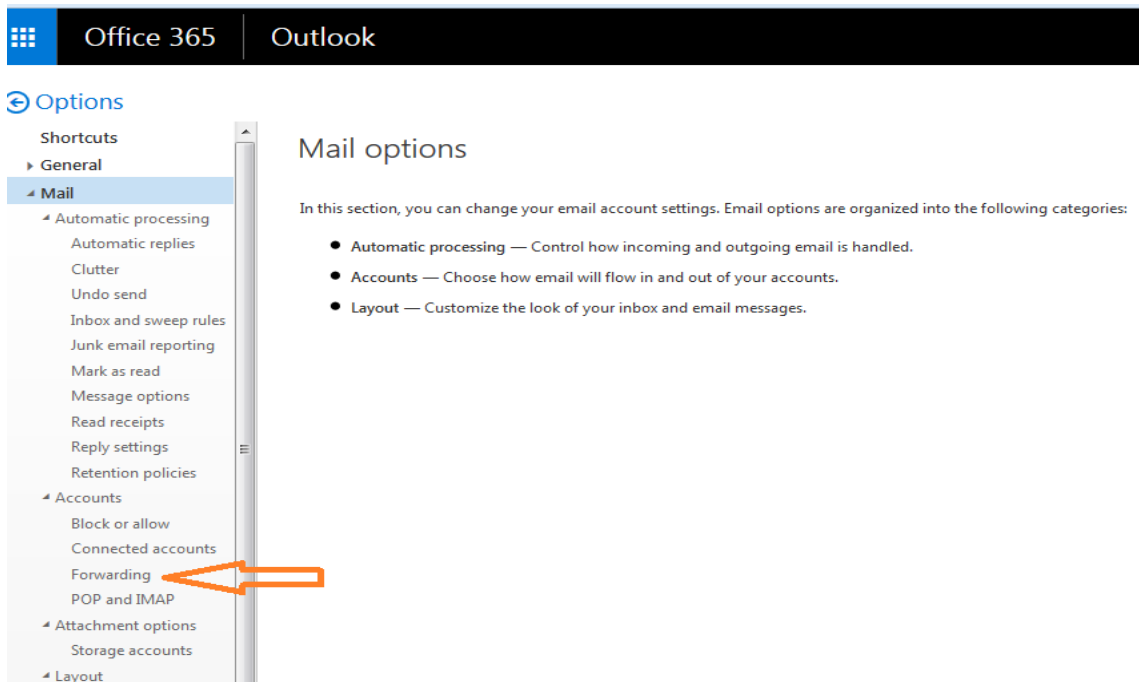
1. Go to <http://myoffice.uwo.ca> and login, go to your Inbox



2. Click the Gear icon on the top right
3. Under "My App Settings" click Mail

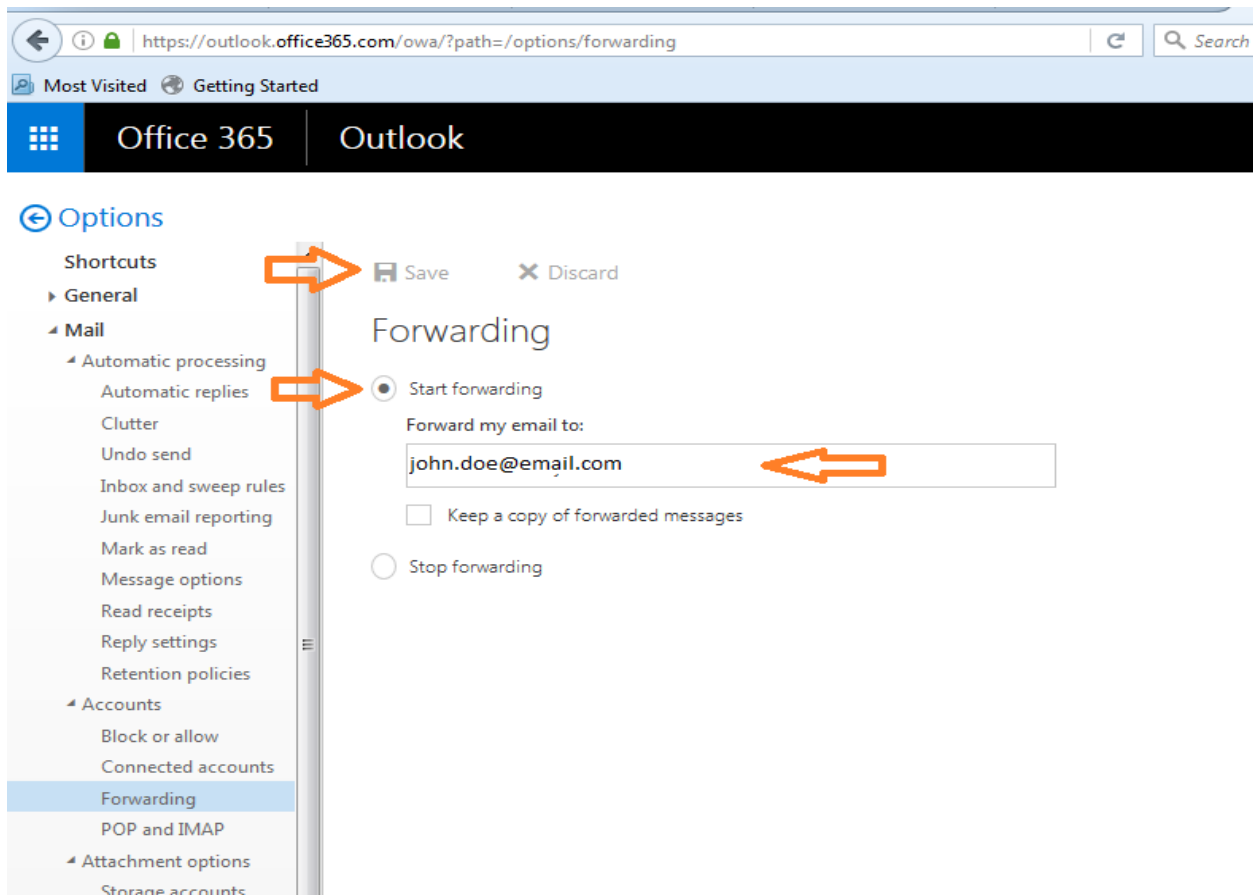


4. Click Forwarding on the left



5. Click "Start Forwarding"

6. Enter the email address you wish to forward to



7. Click "Save" at the top the page

### Testing Mail Forwarding

Be sure to test that your email is being correctly forwarded to avoid generating a mail loop.

- Send a message to your email address. You can use any email program that you like (ie. Outlook, Mozilla Thunderbird, Hotmail, etc.)
- Check your destination email account (the place you forwarded your messages to). The new message you sent should be there.