

# *Setting a forwarding address in Bearcat Online Email*

*Provided by: CoB Technology Group*

*Revised: 1/24/2004*

## **Abstract**

This document shows users how to set up a forwarding address to their Bearcat Online Email.



The University of Cincinnati's email policy set forth on January 1, 2004 states that students will be responsible for all email correspondence sent to their Bearcat Online Email accounts. In an attempt to accommodate users who predominantly use another email account as their only means of communication, the CoB technology department will provide in this document a "How To" on setting a forwarding email address so that students will still receive all University email correspondence.

If you would like to view the University Email policy, you can do so by following the link below: [http://www.ucit.uc.edu/policies/student\\_e-mail\\_policy.pdf](http://www.ucit.uc.edu/policies/student_e-mail_policy.pdf)

### **Setting a Forwarding Address:**

1. Go to <http://email.uc.edu>. **Login** with your Bearcat Online Credentials.
2. Click the **Options** link on the right navigation bar.
3. Click the **Forwarding** link at the top.
4. In the "**Forward to**" box, type in the email address that you would like all email correspondence forwarded to. Make sure to **check the spelling**. Click the **Start** link below the line you typed your forwarding address into.
5. Once you click the start link, you will see: "**Forwarding:** Forwarding has been started for your account" written on the page.