APPENDIX

FORWARDING E_MAIL

Starting from the TC home page, click on the CU Home button on the upper right hand side of the screen.

From the Columbia University homepage click on the Computing & E-mail link on the left side of the page.

On the next page click on the link that says Manage Computer ID.
On the next screen click on the Mail Forwarding link.

You will now be on the login page. Login using your Columbia UNI and password.

On the E-mail forwarding page enter the new E-mail address you would like you mail forwarded to and click Update Forwarding Settings.

Email Forwarding Settings

You can forward incoming mail to another address and click Update Forwarding Settings.

Forwarding Address (separate multiple email addresses with commas)

Additionally, I want to keep a copy of all email messages sent to this address.

- [ ] Yes  - [ ] No

NOTE: Only choose "Yes" if you intend to check the forwarding address regularly, otherwise a large accumulation of mail can start piling up.

Update Forwarding Settings

Cancel and Logout