E-Mail Forwarding

Step 1
The first thing you need to do in order to set up e-mail forwarding is go to Http://netid.montclair.edu and login with your CWID and PIN under Students if you are a student or login under Faculty & Staff if you are Faculty.

Step 2
After typing Yes at the bottom of the page you will see a page that looks like this:

MSU NetID Account Form for Students

Please select an option below and press the button to continue.

- Change the password of my NetID account
- Change my E-mail forwarding options
- Turn On/Off POP Access to my E-mail
- Logout

Select the second option, Change my E-mail forwarding options.

Step 3
Select the forwarding option you want. We recommend selecting Forward a Copy, this way your e-mail will be forwarded not only to your other e-mail account, but also will stay in Webmail. At the bottom of the page there is an empty box for you to provide your e-mail account to which you wish to forward your e-mails.
E-Mail Forwarding Options

Please select the forwarding option that best suits your needs by reading each description carefully.

The following forwarding options are available:

**Do Not Forward**
This option will deliver all of your e-mail to your mail.montclair.edu account only.

**Forward Only***
This option will send all of your e-mail to the forwarding address you provide, *without* maintaining any copies in your mail.montclair.edu account. This is useful if you don’t want your MSU e-mail account to fill up with messages and you are using a non-MSU account as your primary mailbox.

**Forward a Copy***
This option will send all of your e-mail to the forwarding address you provide, as well as maintain a copy of each message in your mail.montclair.edu account. Choose this option if you want to receive the same e-mail at both addresses. *Be aware that reaching the quota of your mail.montclair.edu account will result in e-mail not being forwarded.* Note that warning messages are not forwarded so you must check your mail.montclair.edu account periodically.

***Forwarding address REQUIRED:*** If you have selected either the **Forward only** or **Forward a Copy** option, please provide the forwarding address in the box provided. You may specify multiple forwarding addresses by entering them one per line.

Once you have added your email address, click **Change my E-mail forwarding options**.

**Stop E-Mail Forwarding**
If you wish to stop e-mail forwarding you would go about it the same way, except on the final page you would select **Do Not Forward** and then confirm by changing the options.