

User Services

March 10, 2004

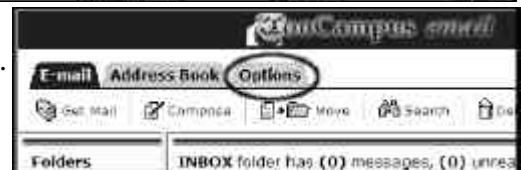
Forwarding Your University Email Address

All MSU faculty, staff and students are provided a university email address. Your university email address is in the form of NetID@msstate.edu, where NetID is your unique MSU identifier. It is also possible that you will obtain other email addresses while at MSU. The *NetID@msstate.edu* address is used by the University as one means of communication with you. Whether you read your email at this address, or forward it to some other address, you should be aware that you have it to ensure that you receive important university email correspondence. This factsheet will provide step-by-step instructions on forwarding your university email address.

1. Login to onCampus (oncampus.msstate.edu) with your **NetID** and **NetPassword**. You are on the Main Tab. Click the **Email** icon in the right corner.



2. The **email dialog box** will appear, click the **Options** tab.
3. From the **Options** tab select the **Auto Forward** option.



4. On the **Auto Forward** page, enter an email address to forward your University email address to in the **Auto Forward to** field and click the **OK** button.



5. Congratulations, you have forwarded your University Email address.

Contact Information:

Voice: 325-0631

E-mail: helpdesk@msstate.edu

Web: www.its.msstate.edu