



CONFIGURE YOUR PSC STUDENTMAIL ACCOUNT TO FORWARD EMAILS TO ANOTHER EMAIL ADDRESS

Configuring PSC Studentmail to forward new mail to another email address is easy. First, you need to log in to your StudentMail Account. If this is your first time using your PSC StudentMail account, additional information is available at the PSC web site <http://www.polk.edu/studentmail> to guide you through the process.

Once you have logged in to your PSC StudentMail account, click on the **Options** link.

The screenshot displays the Outlook Live interface. In the top right corner, the user's name 'Maldonado, Steve' and a 'Sign out' link are visible. Below the name, there is an 'Options' link. A red circle with the number '1' is placed over the 'Options' link, and a large pink arrow points from this circle to the right, containing the text 'Click the Options link.' The main content area shows a 'Welcome to PSC Student Email' message from 'PSC' dated 'Fri 9/4'. The message text includes a welcome message, instructions on how to transfer an existing email account, and contact information for the Student Help Desk. The help desk hours are listed as: Monday - Thursday: 8:00 a.m. - 9:00 p.m., Friday: 8:00 a.m. - 5:00 p.m., and Saturday: 9:00 a.m. - 1:00 p.m. The message is signed by Eileen Holden, Ed.D., President of Polk State College.



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Then, click on the **Forward your mail using Inbox rules** link located on the right hand side of the page.

Account Information - Maldonado, Steve

General
Display name: Maldonado, Steve
Windows Live ID: SteveMaldonado@my.polk.edu

Contact Location
Street:
City:
State/Province:
ZIP/Postal code:
Country/Region:
Office:

Contact Numbers
Work phone:
Mobile phone:

Other Accounts

You can sign up to have messages retrieved from your other e-mail accounts and delivered to your Inbox.

Account Name Status

There are no items to show in this view.

0 selected of 0 total

Like it? Don't like it?

We'd like to know what you think. Please give us feedback.

Heading out?

Tell people you're on vacation

Shortcuts to other things you can do

- Forward your mail using Inbox rules
- Learn how to get Direct Push e-mail on your mobile phone
- Change your password

Click the **Forward your mail using Inbox rules** link.



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Select the **Forward the message to...** option from the ***Do the following:** drop down menu.

New Inbox Rule - Windows Internet Explorer

https://pod51000.outlook.com/ecp/RulesEditor/NewInboxRule.aspx

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

Select one

* Do the following:

Forward the message to...

* [Select one](#)

In the To-> field, Type the preferred destination email address.

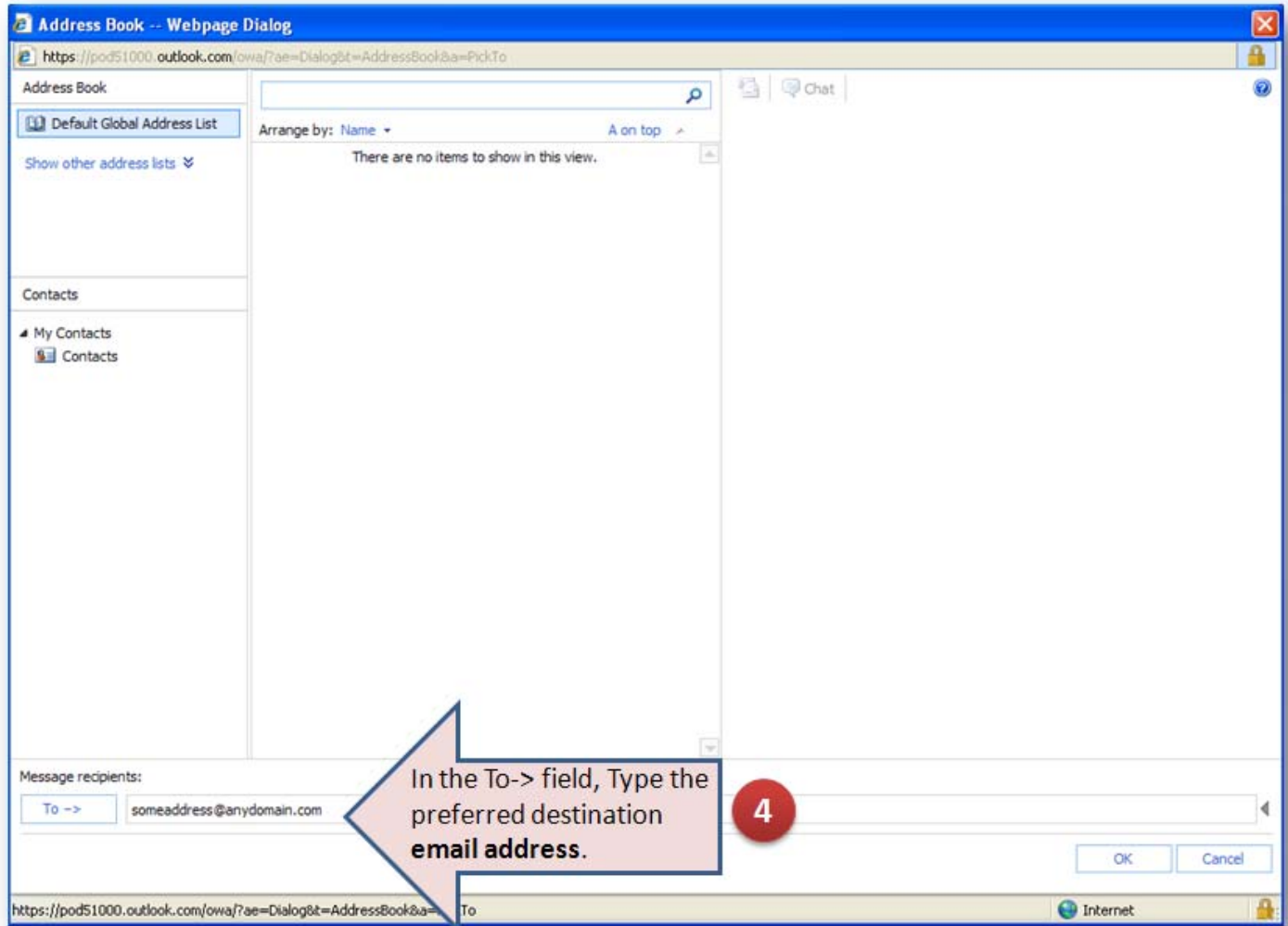
3

Save Cancel



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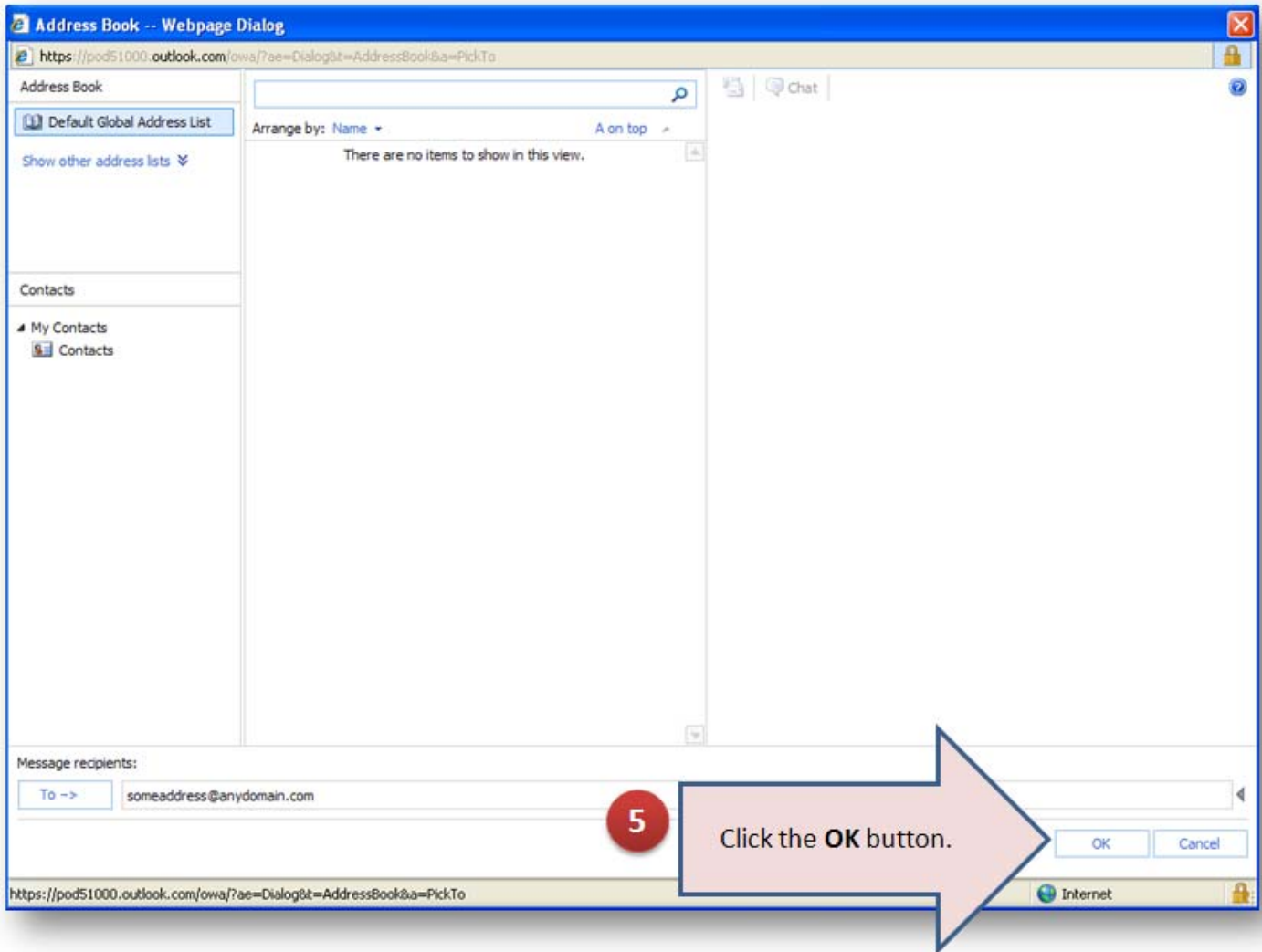
In the **Message recipients:** field, type the target email address for forwarded PSC StudentMail.





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Click the **OK** button at the bottom right hand corner of the screen to complete the process.



PSC StudentMail will now forward all new mail to the target email address. If you have any questions, please visit the PSC website at <http://www.polk.edu/studentmail>.