

# Forwarding your Eagle Mail

## To Forward your email to an email account you check on a regular basis:

Click on the Forwarding and POP/IMAP Tab. To forward: click the button "Add a forward address" and type the email address of the account you check on a regular basis. Your Eagle mail account will ask you for a confirmation number that has been sent to the account you are forwarding your email to. Once you have entered in the confirmation number, follow the directions given and your email will be forwarded.

The screenshot shows the Eagle Mail interface. At the top, there is a search bar and a navigation menu with tabs: General, Labels, Inbox, Accounts, Filters and Blocked Addresses, Forwarding and POP/IMAP (circled in red), Chat, Labs, Offline, and Themes. On the left side, there is a sidebar with a 'COMPOSE' button and a list of folders: Inbox (8), Starred, Sent Mail, Drafts, and More. Below the folders is a search bar and a message: "...looks like you don't have anyone to chat with yet. Invite some contacts to get started. [Learn more](#)". The main content area is titled 'Settings' and contains three sections: 1. Forwarding: Includes an 'Add a' button and a tip: "Tip: You can also forward only some of your mail by [creating a filter!](#)". 2. POP Download: Includes a status section: "1. Status: POP is disabled" with radio buttons for "Enable POP for all mail" and "Enable POP for mail that arrives from now on". Below this is a dropdown menu for "2. When messages are accessed with POP" set to "keep State Technical College of Missouri Mail's copy in the Inbox". 3. IMAP Access: Includes a status section: "Status: IMAP is disabled" with radio buttons for "Enable IMAP" and "Disable IMAP" (selected). Below this is a section for "3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)" with a link to "Configuration instructions". At the bottom right of the settings area are "Save Changes" and "Cancel" buttons.

For help or questions, call 573-897-5200 or email [helpdesk@linnstate.edu](mailto:helpdesk@linnstate.edu)