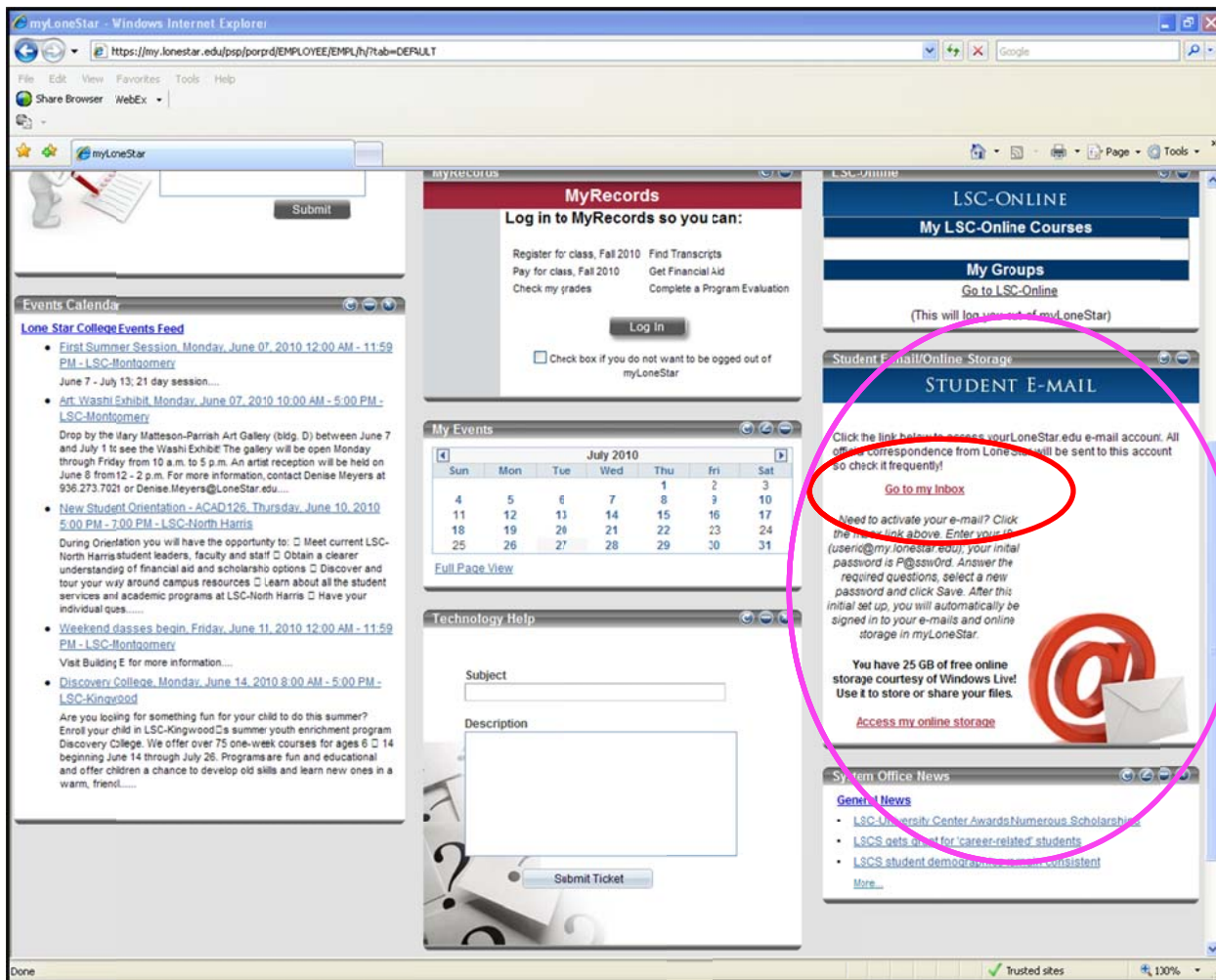


Forwarding your myLoneStar E-mail to your Personal E-mail Account

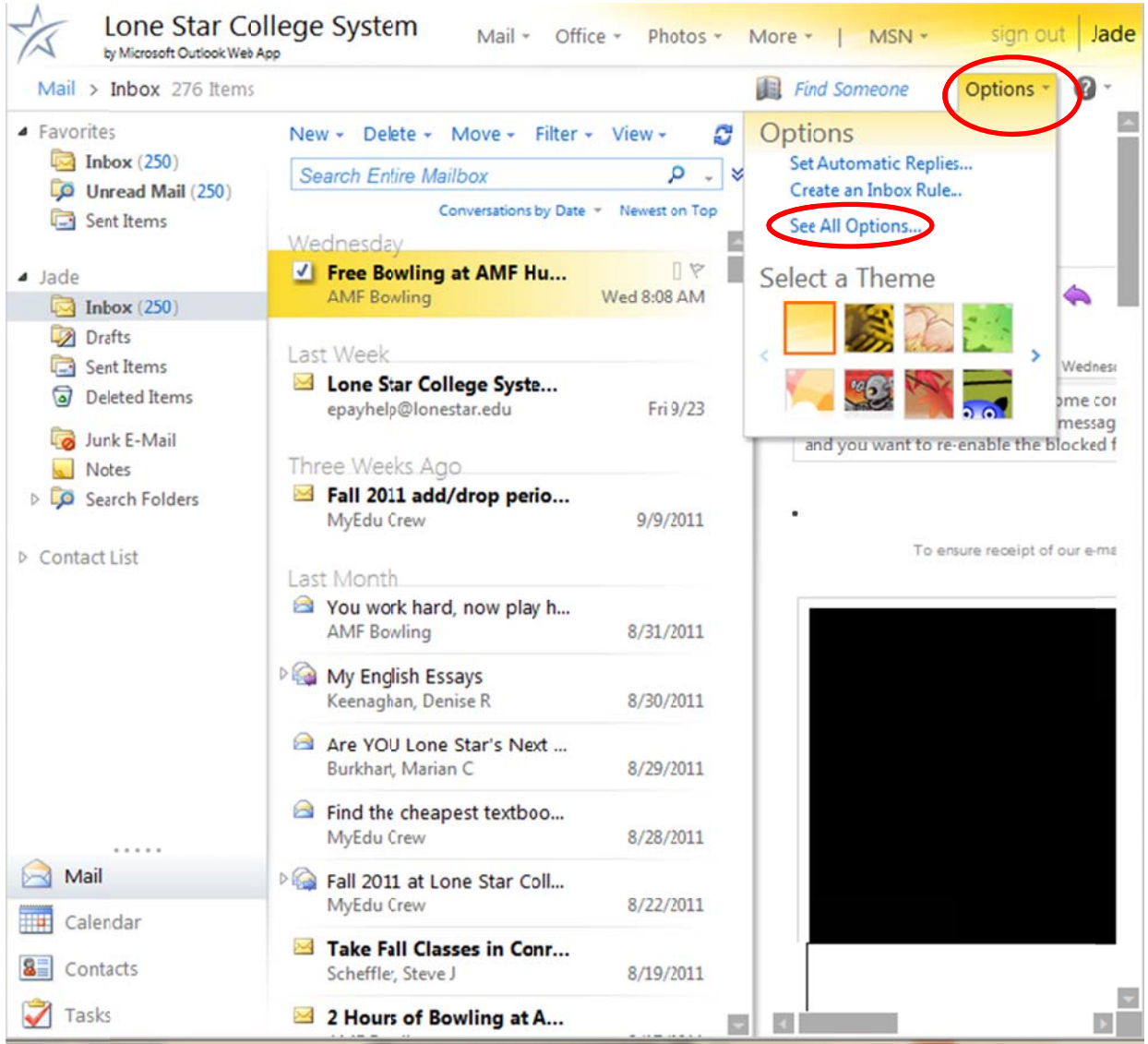
Step 1.

In the Student E-mail Pagelet, Click on **Go to my Inbox**.



Step 2:

In the new window that opens, Click on **Options**, then > click **See All Options** from the Drop Down Menu.



Step 3:

Under Shortcuts to other things... Select **Forward your e-mail**.

The screenshot shows the Outlook Web App interface for a user named Jade. The browser address bar displays the URL: <https://pod51000.outlook.com?fr=owa>. The page title is "Lone Star College System by Microsoft Outlook Web App". The user is logged in as "Jade" and can click "sign out".

The main content area is titled "My Account" and "Connected Accounts". It is divided into two sections:

- Account Information - Jade**:
 - General**: Display name: Jade; Windows Live ID: @my.lonestar...
 - Mailbox Usage**: 25.51 MB of mailbox space used. At 9.67 GB you won't be able to send mail.
 - Contact Numbers**: Work phone: ; Mobile phone: ; [Settings for POP, IMAP, and SMTP access...](#)
 - [Edit](#)
- Shortcuts to other things ...**:
 - See e-mail from all your accounts in one place
 - Tell people you're on vacation
 - Learn how to get Direct Push e-mail on your mobile phone
 - Connect Outlook to this account
 - Forward your e-mail** (circled in red)
 - Change your password
 - Import your contacts from an existing e-mail account

At the bottom of the page, there is a feedback section: "Like it? Don't like it? We'd like to know what you think. Please [give us feedback](#)."

The browser address bar at the bottom shows the URL: <https://pod51000.outlook.com/ecp/PersonalSettings/HomePage.aspx?sho...>

Step 4:

Under Forwarding, type your personal e-mail address in the box under **Forward my e-mail to:**

The screenshot shows the Outlook Web App interface. On the left is a navigation pane with 'Account' selected. The main area is titled 'Connected Accounts' and contains a table with columns 'Account Name', 'Status', and 'Action'. Below the table is a 'Forwarding' section with a text input field labeled 'Forward my e-mail to:' containing 'mypersonalemail@yahoo.com'. A checkbox 'Keep a copy of forwarded messages in Outlook web App' is checked. A 'Start Forwarding' button with a green checkmark is at the bottom right. Red circles highlight the input field and the 'Start Forwarding' button.

Mail > Options My Mail ?

Account

- Organize E-Mail
- Groups
- Settings
- Phone
- Block or Allow

My Account **Connected Accounts**

If you have multiple e-mail accounts and want to interact with all your mail in one place, click New. To forward your mail to another account, set up forwarding below.

Connected Accounts

You can connect your Outlook Web App account to your other e-mail accounts. This lets you use your Outlook Web App account to send and receive mail from the connected accounts.

New... Details X Refresh

Account Name	Status	Action
There are no items to show in this view.		

0 selected of 0 total

Forwarding

Forward my e-mail to:
mypersonalemail@yahoo.com

Keep a copy of forwarded messages in Outlook web App

Click **Start Forwarding**.

Changing Your Personal Account E-mail Preferences:

You can change the personal account by following the steps above and in Step 4 change the e-mail address and selecting Save. To discontinue forwarding your myLoneStar e-mail to your personal account select **Stop Forwarding**.

The screenshot shows the Outlook Web App interface. The left sidebar contains navigation options: Mail > Options, Account, Organize E-Mail, Groups, Settings, Phone, and Block or Allow. The main content area is titled 'My Mail' and features a 'Connected Accounts' section. This section includes a header with 'My Account' and 'Connected Accounts' tabs, a descriptive paragraph, and a table with columns for 'Account Name', 'Status', and 'Action'. The table is currently empty, displaying the message 'There are no items to show in this view.' Below the table, it indicates '0 selected of 0 total'. A red circle highlights the 'Forwarding' section at the bottom, which contains a text input field with the email address 'mypersonalemail@yahoo.com', a checked checkbox for 'Keep a copy of forwarded messages in Outlook Web App', and two buttons: 'Stop Forwarding' (with a red X icon) and 'Save' (with a green checkmark icon).