Forwarding Student E-mails

Below are a series of steps for students to forward the e-mails they receive in their student e-mail account to an external e-mail account.

1. Log into your mylonestar account through https://my.lonestar.edu
2. Check the top left to make sure you’re on your student tab. *Note: If you are only a student you will not have tabs. The current page will be your student page*
3. Scroll down to the quick links

- Class Search
- Contact Directory
- Go To My Storage (OneDrive)
- LSCS Student Handbook
- Magnus Health
- Parking Permits
- Scholarship Application
- Student Activities
- **Student Email**
- “How-to” Documents
4. Choose Student email (Second to the last option).
5. A new page titled Outlook Web App will populate.
6. On the top right hand side, left click on the wheel next to your name.
7. Select “Options.”

![Options menu](image)

8. While in the options page, select “Connected accounts.”

![Connected accounts](image)

9. Under the forwarding prompt, enter the e-mail you wish your student e-mails to be forwarded.
10. Click “Start forwarding.”
11. From this point forward you should receive all your student e-mails in the account you provided.

**Troubleshooting**

If you get the message “Invalid Token” or your email opens and looks like this:

![Microsoft Outlook Web App](image)

Try the following steps:

1. Clear your history, cache and cookies then try again
2. Check the version of your browser-Older browsers do not allow the new email to load
3. Try a new browser

For more information please contact the Lone Star College Service Desk by e-mail [ots@lonestar.edu](mailto:ots@lonestar.edu) or by phone at 832.813.6600. We are open 24 hours a day, 7 days a week, 365 days of the year and ready to assist you.