

Forwarding Your Webmail to a Private Address

You may wish to have your Webmail sent to another email address. By following the directions below, any email addressed to you at FDU will be automatically forwarded to your personal email address.

- 1) Establish a connection to the Internet.
- 2) Direct your browser to <https://webmail.fdu.edu>.
- 3) Click on **ACCOUNT MAINTENANCE**.

- 4) Enter your **LOGIN NAME** (the short 2-8 character name that you made up, followed by @fdu.edu) and **PASSWORD**.
- 5) Click the **SUBMIT** button.

- 6) Click the **MAIL FORWARD** link at the top right of the window.

- 7) Enter your entire email address (e.g. myname@aol.com) in the **FORWARD ALL MY MESSAGES TO THIS E-MAIL ADDRESS EMAIL ADDRESS** field.
- 8) Click the **SUBMIT** button. The address you typed should appear in the "Current Forwarding Address" field.

TO CLEAR FORWARDING, simply click **SUBMIT** when the field is blank. When you are not forwarding, the "Current Forwarding Address" item will read "N/A."