

Email Forwards Using Email Addresses Page

- ❖ In the **Advisee List**, click on the student's name.
- ❖ The **Advisee Details** window will display.
- ❖ Under **Advising**, click the **Email Addresses** link.
- ❖ The **Email Maintenance** window will display.
- ❖ The student's current Email Address will appear at the top of the window.
- ❖ The current Forwarded Email Address will display in the next line of text.
- ❖ The messages shown in the illustration below will appear in the middle of the window.

If you set an email address other than your Siena Heights email address as the default, then all messages sent to your Siena Heights email address will be forwarded to the default address. Please allow 24 hours for forwarding changes to take effect.

NOTICE: Siena Heights University cannot assure delivery to other email providers. By creating a forward, you hereby assume all responsibility for lost messages and for confidential data forwarded to this account.

- ❖ In the **Email Address** box, input the new email address (see illustration below).

Add Email Address to List:

Email Address:

Make Default

- ❖ To make the new address the default one, click the **Make Default** check box.
- ❖ Click **Add** to set the new email address as the default.
- ❖ To select the Siena Heights Email Address as the default, click the **Set as Default** link beside that address.
- ❖ An asterisk will appear beside the new default address.