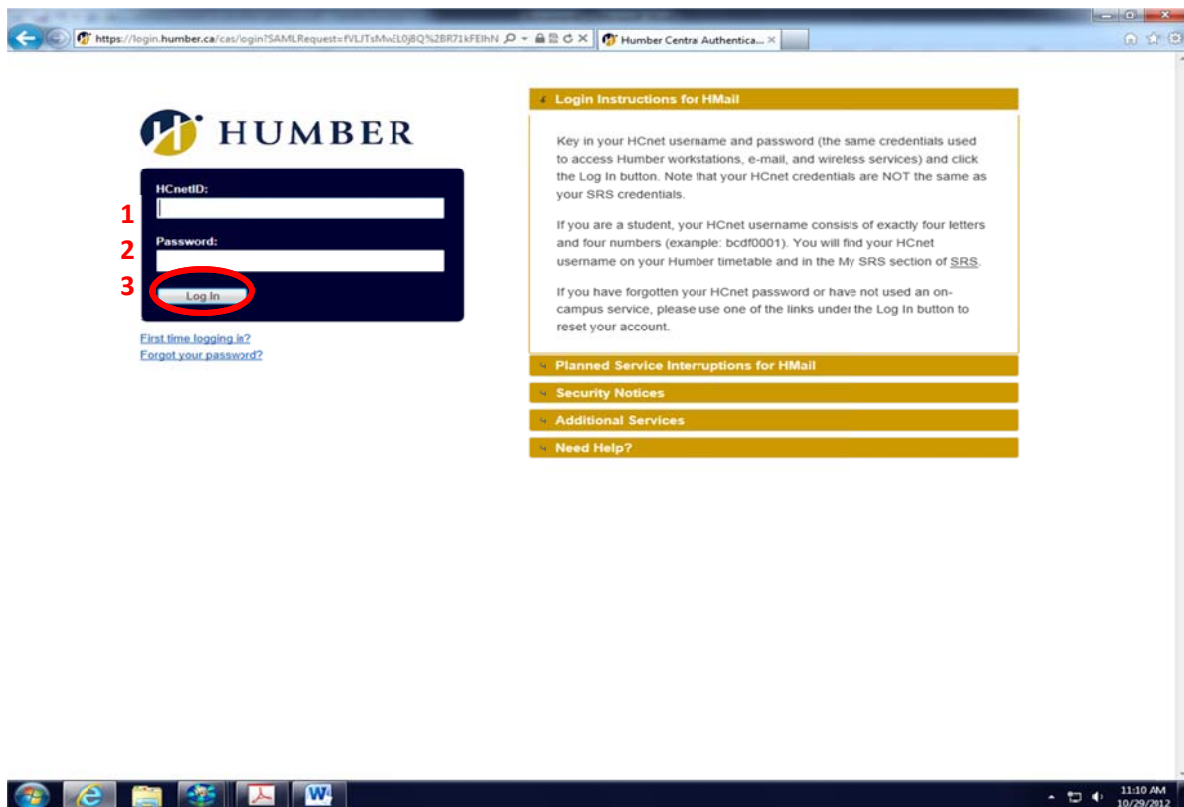


Forwarding Mail from HMail To Another E-mail Address

Preamble: HMail is an e-mail solution for Humber students. Students who do not plan to check HMail on a regular basis are strongly encouraged to forward incoming mail to an address they do check. This document details the procedure for configuring HMail to automatically forward incoming mail.

Step 1: Launch an instance of Internet Explorer if it is not already up-and running. Navigate to the HMail site at <http://humbermail.ca>.



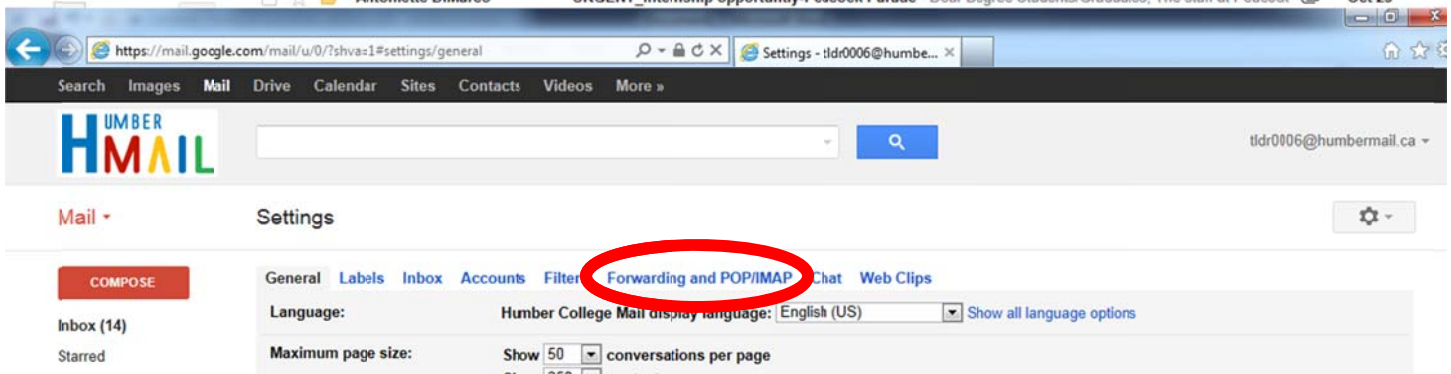
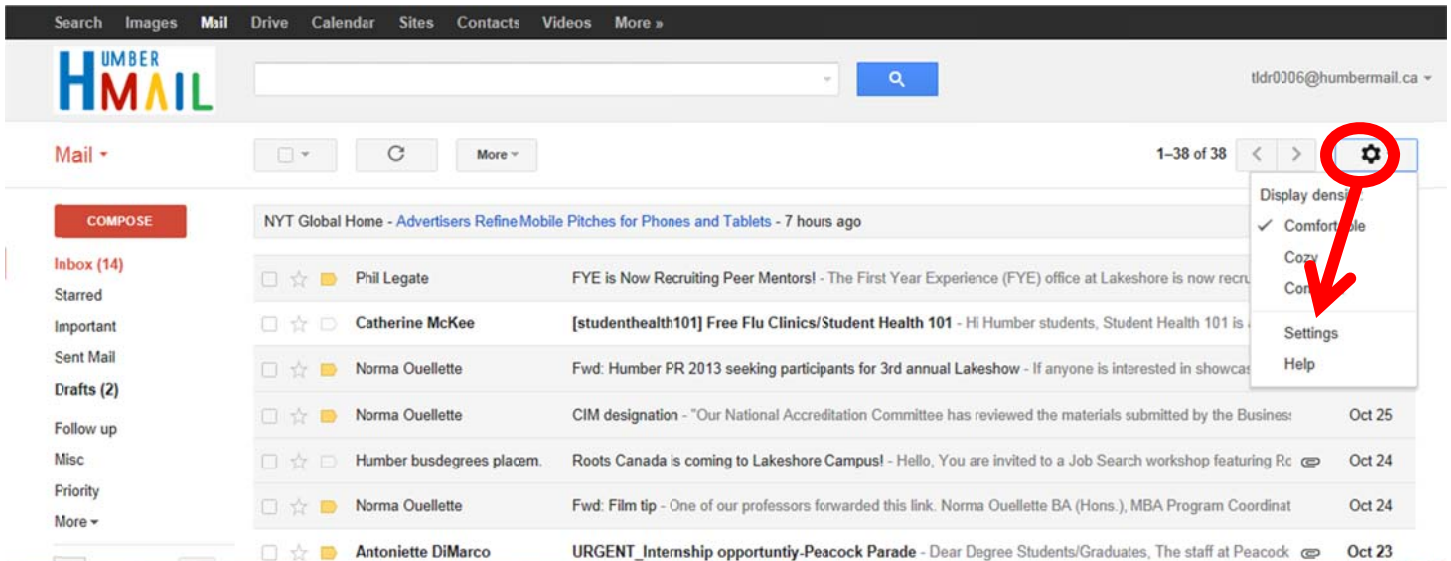
Continue by using your HCnet credentials (username and password) to login. These are the same credentials used to access on-campus workstations.

Note: If you have not initialized your HCnet account or if you have forgotten your HCnet password, click the *Verify Your Identity and Reset your Default Password* link in the blue box and follow the on-screen instructions.

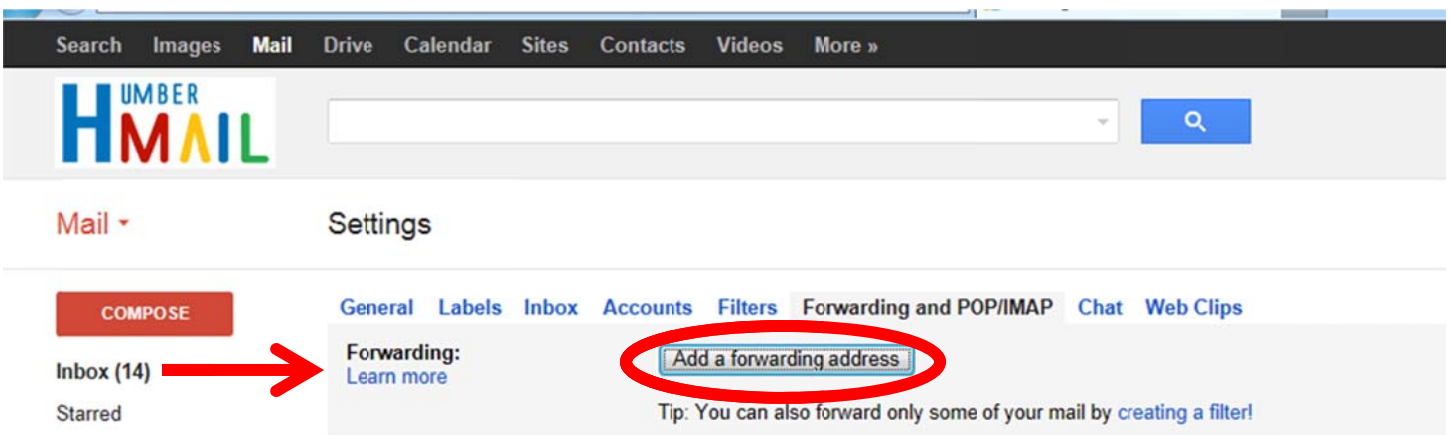
Phone: (416) 675-6622 Ext 8888 (Ext 4786 from Residence)

Website: <http://its.humber.ca> Email: TechnicalServiceDesk@humber.ca

Step 2: Click on the *Settings* link in the upper right-hand corner of the screen. Then, click on the *Forwarding and POP/IMAP* tab.



Step 3: Locate the *Forwarding* section (it is the first one). Click on the "Add a forwarding address" button and then key the e-mail address to which you want all incoming mail automatically forwarded.



Phone: (416) 675-6622 Ext 8888 (Ext 4786 from Residence)

Website: <http://its.humber.ca> Email: TechnicalServiceDesk@humber.ca

Search Images Mail Drive Calendar Sites Contacts Videos More »

HUMBER MAIL

Mail Settings

COMPOSE

Inbox (14)
Starred
Important
Sent Mail
Drafts (2)
Follow up
Misc
Priority
More ▾

antoinette.dinarco

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Web Clips

Forwarding: [Learn more](#)

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download: [Learn more](#)

1. Status: POP is enabled for all mail that has arrived since 8/4/10.
 Enable POP for all mail (even mail that's already been downloaded)
 Enable POP for mail that arrives from now on
 Disable POP

IMAP Access: (access Humber College Mail from clients using IMAP) [Learn more](#)

Search people...
antoinette.dinarco

Add a forwarding address

Please enter a new forwarding email address:

Once you have entered the email, you will be asked if the email entered is correct, click on the proceed button. A pop-up window will appear advising that a confirmation email has been sent to the email address entered, click ok.

Search Images Mail Drive Calendar Sites Contacts Videos More »

HUMBER MAIL

Mail Settings

COMPOSE

Inbox (14)
Starred
Important
Sent Mail
Drafts (2)
Follow up
Misc
Priority
More ▾

antoinette.dinarco
heather.johnson

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Web Clips

Forwarding: [Learn more](#)

Verify richard.toledo@hotmail.com confirmation code

POP Download: [Learn more](#)

1. Status: POP is enabled for all mail that has arrived since 8/4/10.
 Enable POP for all mail (even mail that's already been downloaded)
 Enable POP for mail that arrives from now on
 Disable POP

IMAP Access: (access Humber College Mail from clients using IMAP) [Learn more](#)

Search people...
antoinette.dinarco
heather.johnson

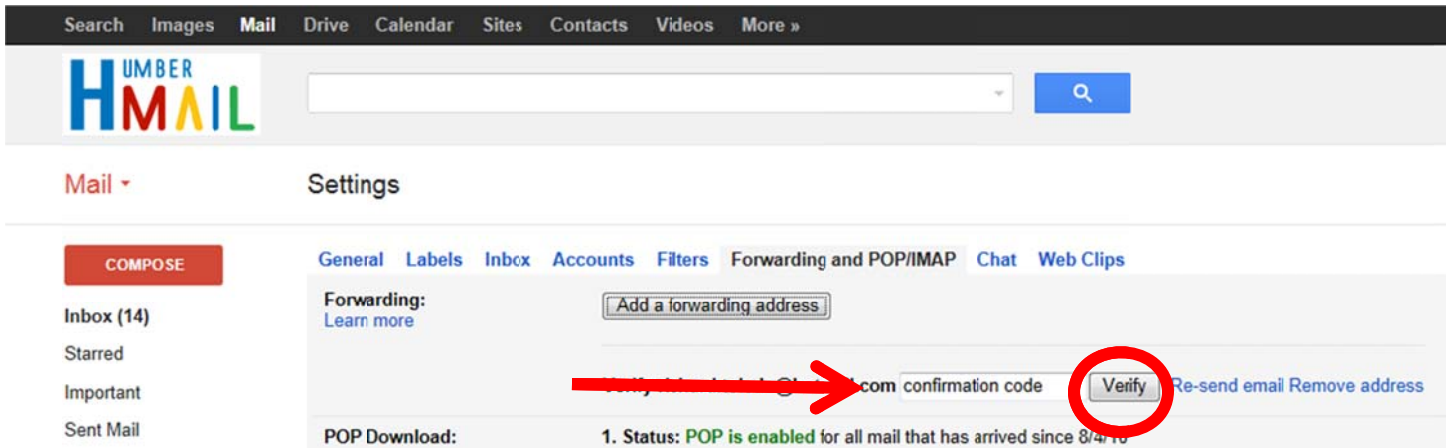
Add a forwarding address

A confirmation code has been sent to verify permission.

When I mark a message in IMAP as deleted:
 Auto-Expunge on - Immediately update the server. (default)

Phone: (416) 675-6622 Ext 8888 (Ext 4786 from Residence)

Website: <http://its.humber.ca> Email: TechnicalServiceDesk@humber.ca



Search Images Mail Drive Calendar Sites Contacts Videos More »

HUMBER MAIL

Mail ▾ Settings

COMPOSE

Inbox (14)
Starred
Important
Sent Mail

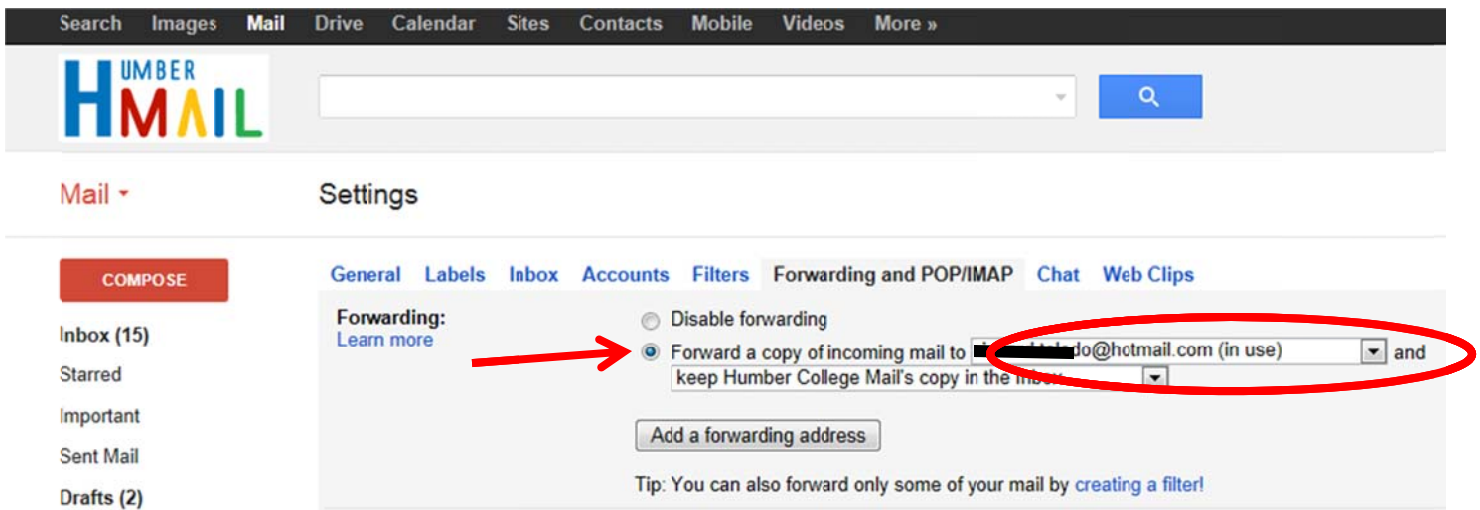
General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Web Clips

Forwarding: [Learn more](#)

[Re-send email](#) [Remove address](#)

POP Download: 1. Status: POP is enabled for all mail that has arrived since 8/4/16

Once you have received your confirmation number, added to the marked box and click "Verify." A message will pop at the top of the page advising you that you have confirmed your email.



Search Images Mail Drive Calendar Sites Contacts Mobile Videos More »

HUMBER MAIL

Mail ▾ Settings

COMPOSE

Inbox (15)
Starred
Important
Sent Mail
Drafts (2)

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Web Clips

Forwarding: [Learn more](#)

Disable forwarding

Forward a copy of incoming mail to and keep Humber College Mail's copy in the inbox

Tip: You can also forward only some of your mail by [creating a filter!](#)

Once you see your email in the scroll down menu on the right side, as circled in the picture, please make sure that you click (where the arrow is pointing too), in order for your emails to be forwarded to your desired address. Otherwise, the function will remain disable.

Phone: (416) 675-6622 Ext 8888 (Ext 4786 from Residence)

Website: <http://its.humber.ca> Email: TechnicalServiceDesk@humber.ca

