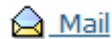


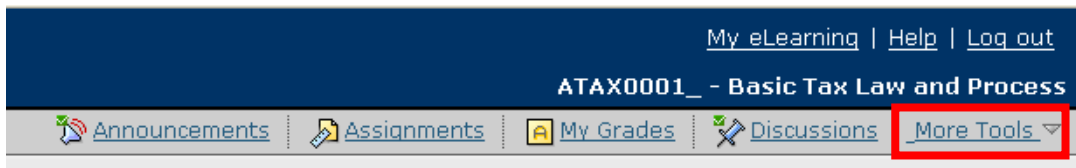
Forwarding Email From WebCT Vista

This guide explains how to forward email received in a WebCT Vista course to an external email account.

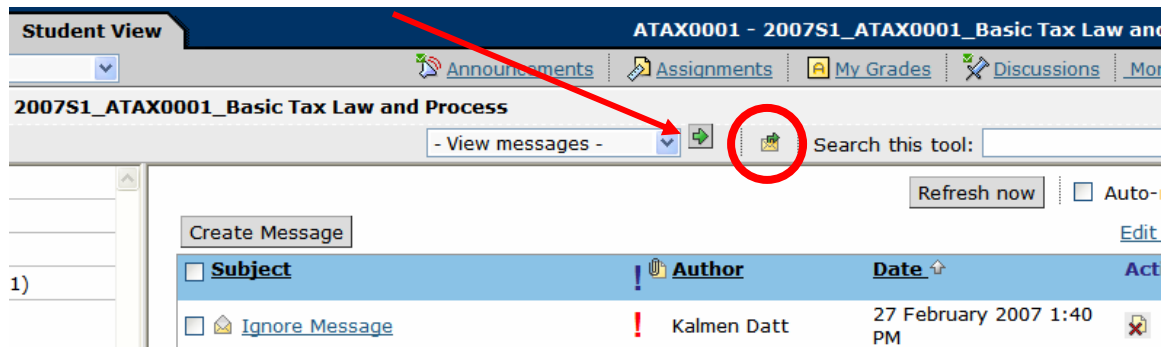
1. First, log into the Vista course site for which you want to set up email forwarding.
2. Near the top of the page (under the course title), running across horizontally are a number of icons signifying the different tools / sections of the site. Click on the 'mail' icon.



If the mail icon isn't displayed, you will generally be able to choose it by clicking on the 'More Tools' link and selecting it from the list.



3. The next page is your mail administration area – i.e. the inbox, outbox etc. To set up mail forwarding you need to click the small envelope icon (with a green arrow pointing right across it) near the top of the page. See the image below.



4. Finally, in the box that pops up, enter the email address you want to forward your WebCT mail to and click 'Save'.

