

## **How to forward your D2L email messages to your personal email account:**

Please click on the "email" link on the top navigation bar.

Click on the settings.  (on the right side)

You will see the "Email Settings" page now.

Scroll down till you see the "forwarding options"

Check the box that says "Forward incoming messages to an alternate email account"

Type your personal email address in the "email address" box.

You can select the additional options according to your needs.

Click on "save" to save the settings.

Now you will be getting all your email messages sent from D2L mail system to your personal email account.