

Setting an Email Forward

To set an email forward for your WSU email account, follow these steps:

1. Go to the website **mail.wright.edu** and login with your CAMPUS username and password
2. Click on the **Options** tab near the top left of the screen (see image below).



3. Click on the **Settings** link near the top left of the screen (see image below).



4. Place a checkmark in the box for **Enable forwarding**:
5. Enter the email address you would like to forward your mail to.
6. Click the **Add** button. At this point, you can add other email addresses if you like.
7. Click the **Save** button in the bottom right corner once finished.