IMPORTANT INFORMATION ABOUT YOUR STUDENT EMAIL

**Students:**

You will no longer have the option of using a ‘preferred email address’ in Banner. If you prefer to use an email address other than your Wiregrass student email, you will need to sign into your Wiregrass student email and REDIRECT all email address to your preferred email address. In order to receive important school, financial aid, or emergency announcements, it is VERY important that you use your Wiregrass email or REDIRECT your Wiregrass email to your personal email.

**How do I automatically redirect all messages to another account?**

1. After you sign into your student email account, click on ‘Settings’ (small gear icon in the upper right hand corner), then ‘Options’ from the drop down menu.
2. Under the ‘shortcuts to other things you can do’ menu at the right, click on ‘Forward your email’.
3. Within the ‘Forward my email to:’ field, enter the email address of the account you would like to have your Wiregrass student email sent to.
4. Leave the checkbox to ‘Keep a copy of forwarded messages in Outlook Web App’ checked.
5. Click on the ‘start forwarding’ button to begin forwarding your student email.