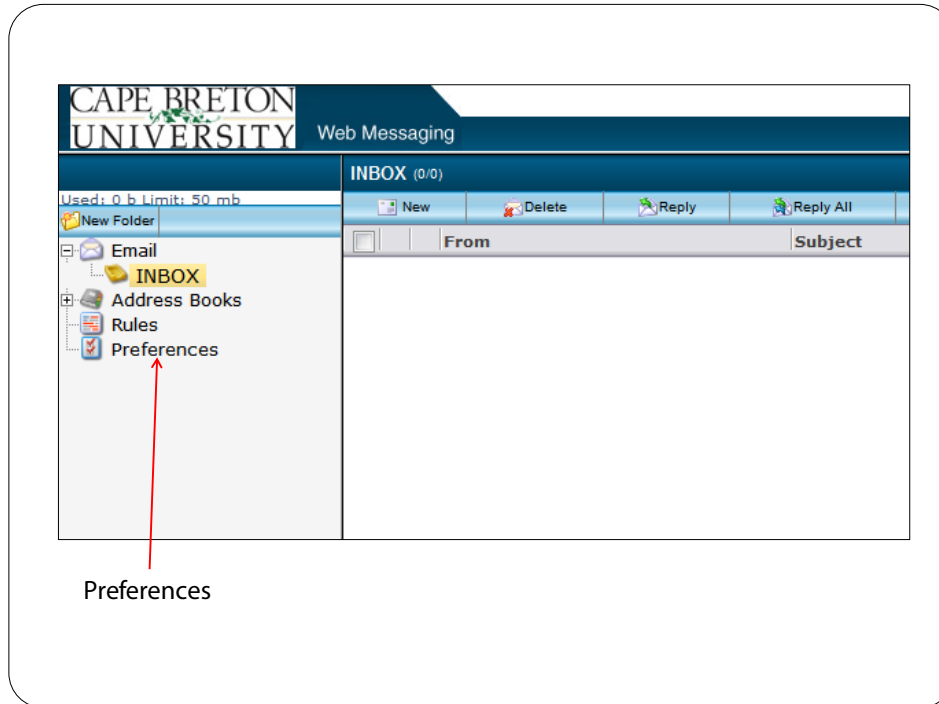# FORWARD CBU EMAIL TO ANOTHER EMAIL ACCOUNT

If you want to use your current email account to receive your CBU email, you are in luck! It is a very easy process. Just follow the steps below.

1. Navigate to the Cape Breton University webmail site at by going to www.cbu.ca and then clicking on Current Students. On the right hand side you will see a link to Webmail.
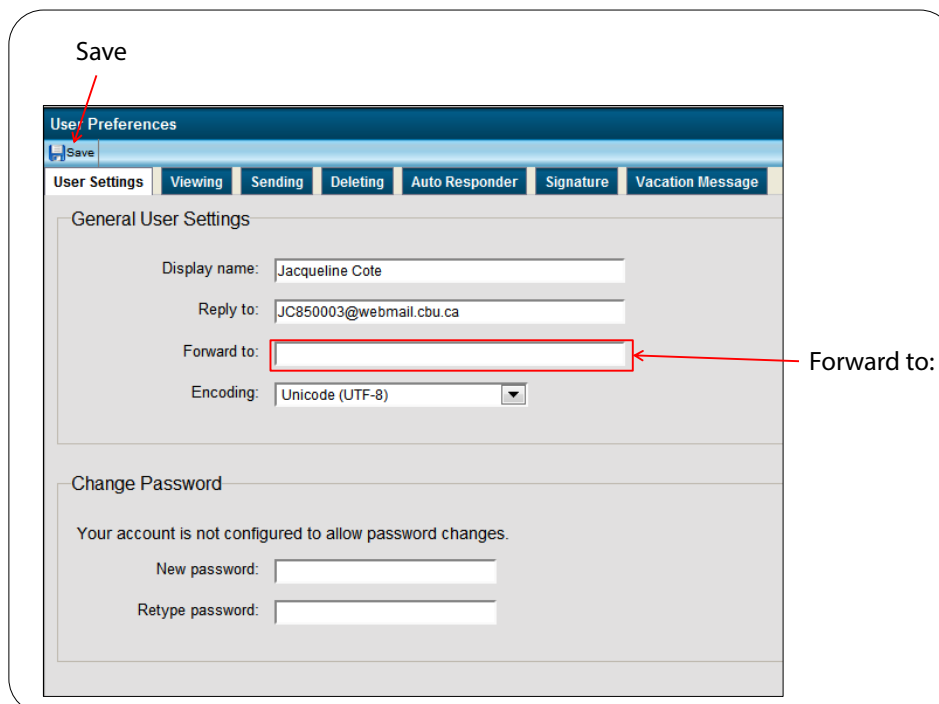2. Once you click on webmail you will see the login screen below.

3. Enter your user name and password as assigned to you. If you need help with this, contact the I.T. Services help desk in person on the first floor of the Marvin Harvey Building, by phone at 563-1123, or by email at helpdesk@cbu.ca

4. On the left hand side of the webmail window you will see Preferences. Click on Preferences.

Preferences

5. Enter the email address where you want to receive your CBU email in the Forward to: field.

Save

Forward to:

6. Click Save at the top of the webmail window.