![Harper College]

# Forwarding Your Harper Email to a Personal Email Address

Anything Harper College sends electronically will go to your Harper email account. Forwarding your email to a personal account simplifies your life (one less account to check!) and helps insure you don't miss anything important.

<u>Forward your email with these simple steps:</u>

1. Sign into your [MyHarper Portal (myharper.harpercollege.edu)](#) to access your email account.
2. Look for the "My Unread Emails" section on the left side of your screen. *If you have not logged in yet, you'll need to click on the link within this box to enter your username and password.*
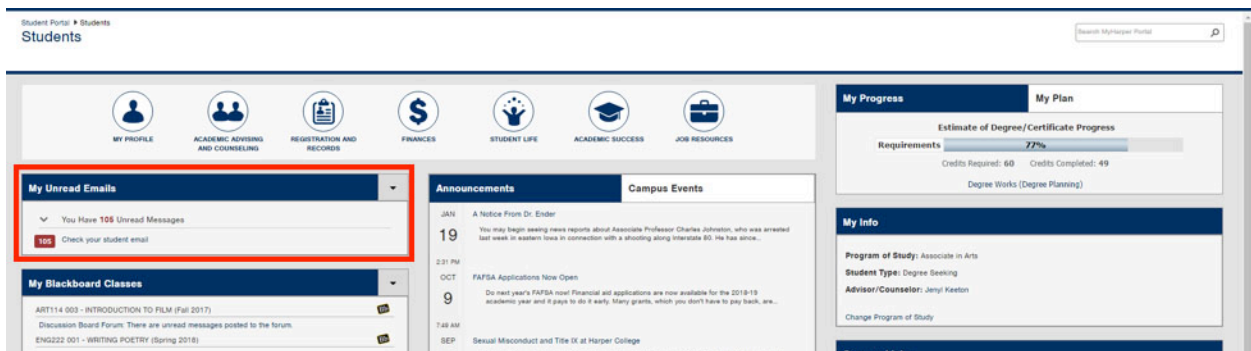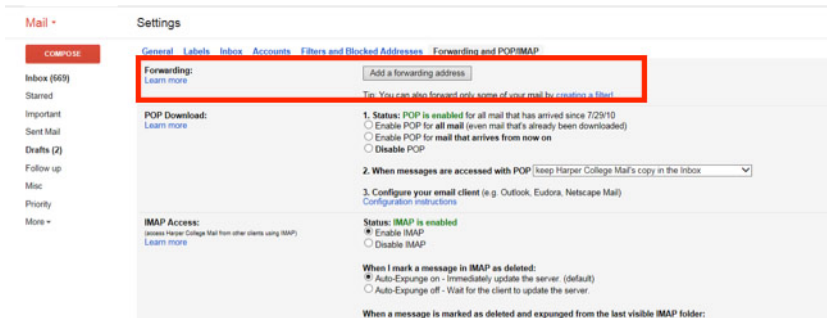

3. Once in your email, click on the gear icon at the top right of the email page, then select **settings**.
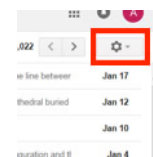

4. Click on the **Forwarding and POP/IMAP** link in the top bar (above the gray screen).
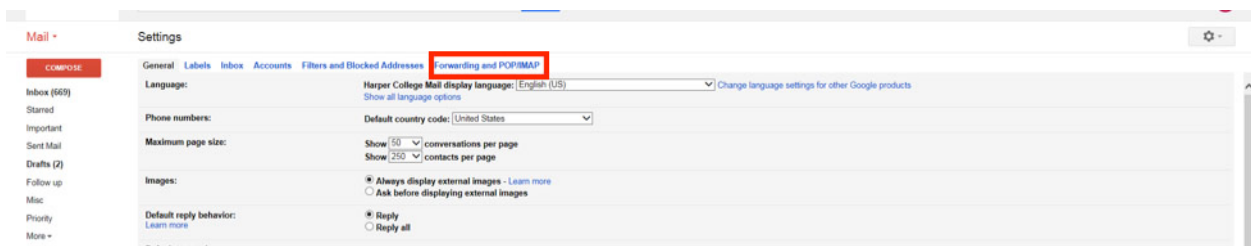
5. Locate the Forwarding area, which is the first area in the list and click the **"Add a Forwarding Address"** button.

6. Enter the personal email you regularly use. You will receive a confirmation number at this email address.
7. Once you receive the confirmation code in your personal email, enter the code on your Forwarding POP/IMAP screen for verification.
8. Select the **"Forward a copy of incoming mail to"** option and choose your personal email address in the drop down. Make sure the **"keep Harper College Mail's copy in the Inbox"** is also selected.
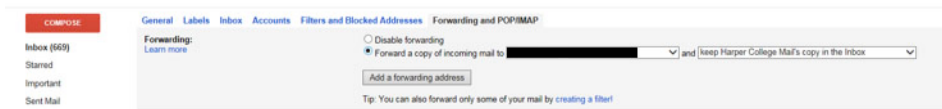
9. Click "Save Changes" at the bottom of your screen.

All email sent to your Harper email address will now be automatically sent to the personal email address you provided. For further assistance, please contact the Student Service Desk at 847.925.6866 or studentsd@harpercollege.edu