

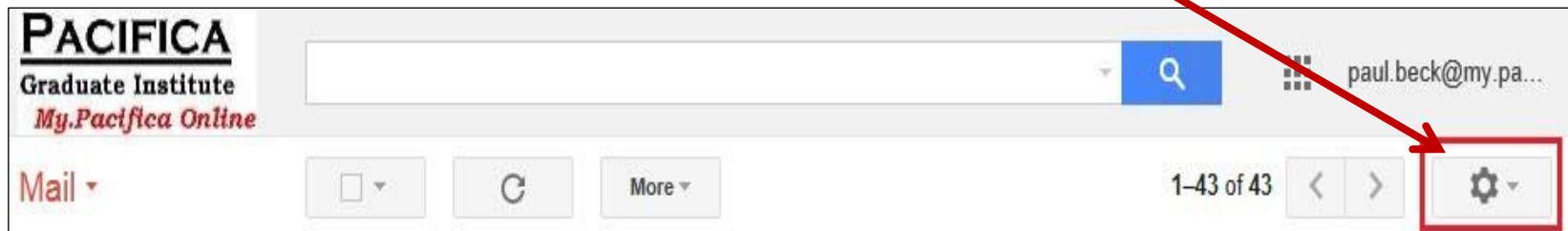
My.Pacifica Student Email: Forwarding Emails to a Personal Account

Please be aware of the following:

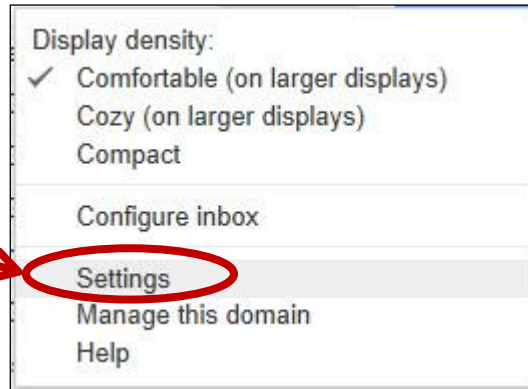
- You are responsible for all emails sent to your My.Pacifica Student Email account
- Be sure to check your My.Pacifica Student Email at least once a month
- Be sure to keep copies in your My.Pacifica Student Email until you are sure all items have forwarded

1. **Log in** to your My.Pacifica Student Email account.

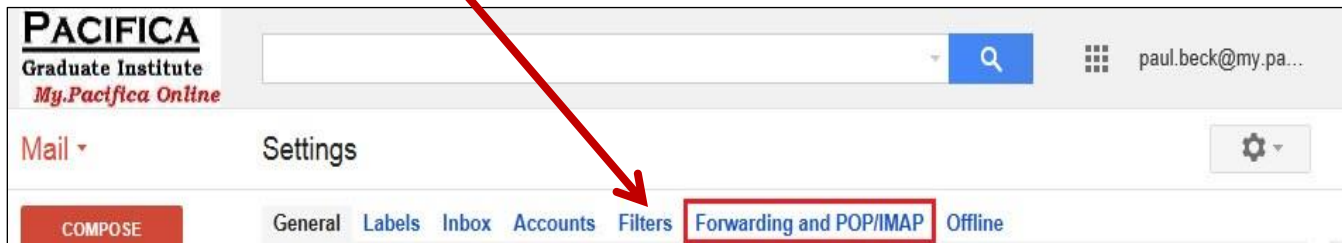
2. Click on the **Wheel Icon** in the upper right corner.



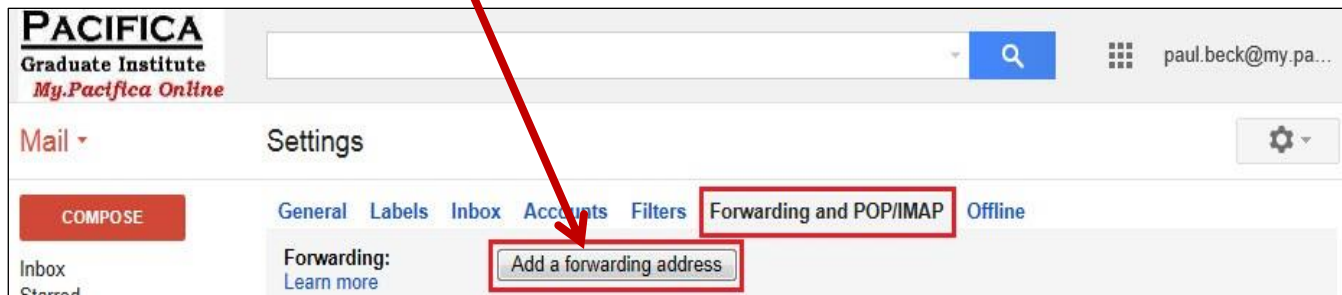
3. From the dropdown menu, click **Settings**.



4. Click the **Forwarding and POP/IMAP** tab.



5. Click the **Add a forwarding address** button.



6. In the box that appears, **enter the email address** you wish to forward mail to and **click Next**.

Add a forwarding address

Please enter a new forwarding email address:

pbeck@pacific.edu

Next Cancel

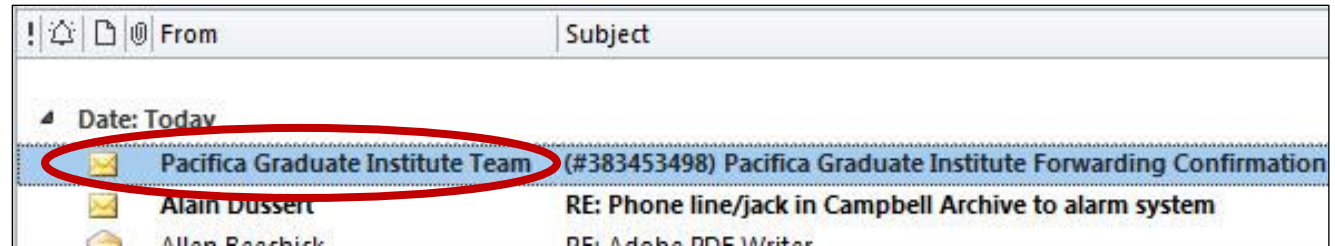
7. Another box will appear, informing you that a confirmation code has been sent to the email address you entered above. **Click the OK button** to continue.

Add a forwarding address

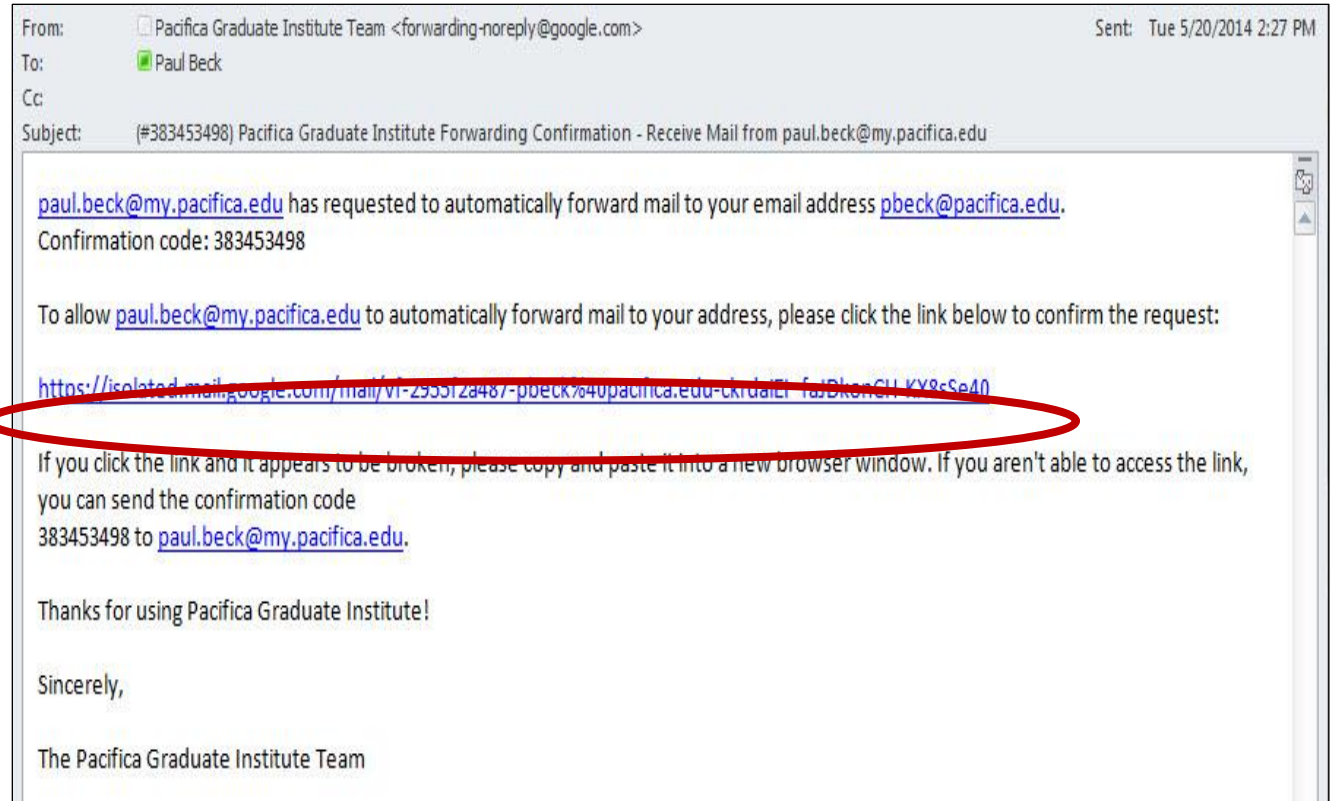
A confirmation code has been sent to verify permission.

OK

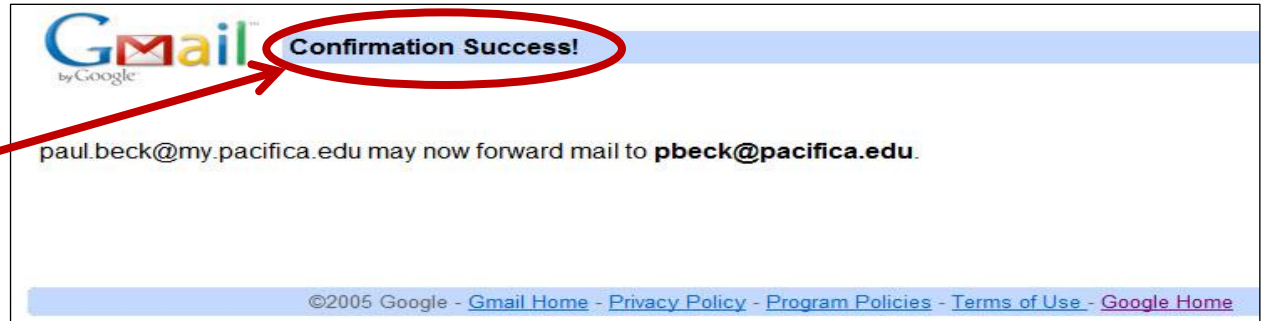
8. Log in to the email address you plan to forward mail to, and open the email from Pacifica Graduate Institute.



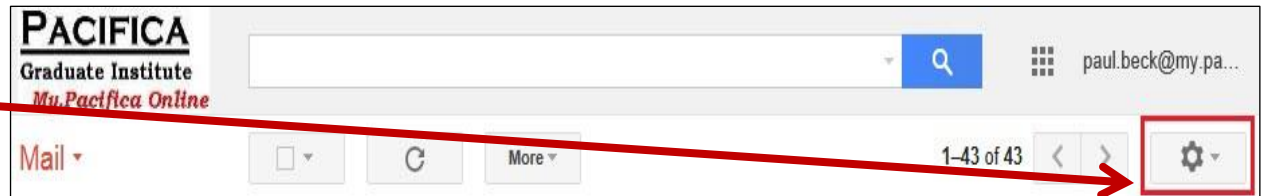
9. Click on the link in the email to confirm the forwarding request.



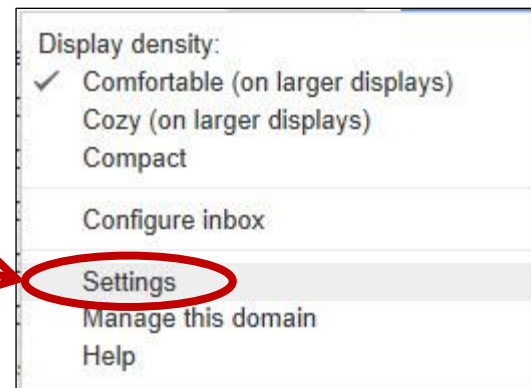
10. A browser window will appear **confirming** that your student email will be forwarded.



11. **Log in** to your My.Pacifica Student Email account, and click on the **Wheel Icon** again.



12. From the dropdown menu, click **Settings**.



Forwarding:
[Learn more](#)

- Disable forwarding
- Forward a copy of incoming mail to and

Tip: You can also forward only some of your mail by [creating a filter!](#)

1. Status: **POP is enabled** for all mail that has arrived since 5/10/10
 - Enable POP for all mail (even mail that's already been downloaded)
 - Enable POP for mail that arrives from now on
 - Disable POP

2. When messages are accessed with POP

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:

(access Pacifica Graduate Institute Mail from other clients using IMAP)
[Learn more](#)

Status: **IMAP is enabled**

- Enable IMAP
- Disable IMAP

When I mark a message in IMAP as deleted:

- Auto-Expunge on - Immediately update the server. (default)
- Auto-Expunge off - Wait for the client to update the server.

When a message is marked as deleted and expunged from the last visible IMAP folder:

- Archive the message (default)
- Move the message to the Trash
- Immediately delete the message forever

Folder Size Limits

- Do not limit the number of messages in an IMAP folder (default)
- Limit IMAP folders to contain no more than this many messages

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

12. Confirm that “keep Pacifica Graduate Institute Mail’s copy in the Inbox” is selected.

14. Click the **Save Changes** button. This completes the steps for forwarding email.