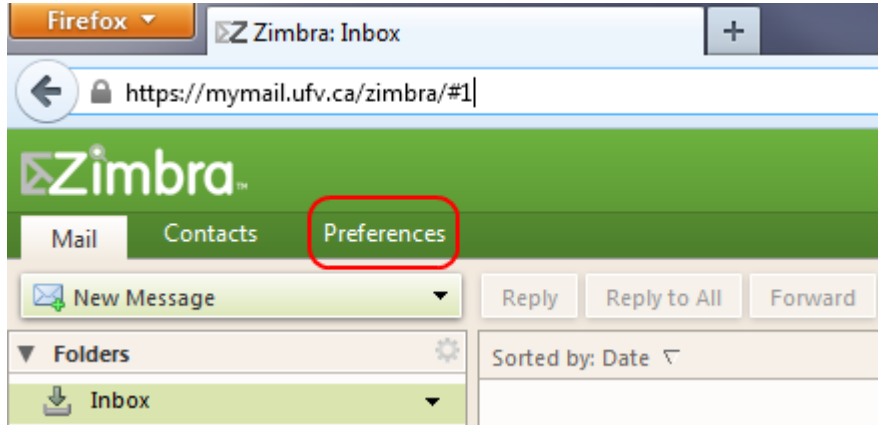


1. Access your student email account: <http://mymail.ufv.ca/>

Log into your email account using your student number and password

2. Select the 'Preferences' tab



3. Click the 'Mail' option in the left-hand pane (see #3 below)

4. Scroll down to the 'Receiving Messages' section (see #4 below)

5. Enter the email address you would like messages forwarded to (see #5 below)

6. Click the 'Save' button (see #6 see below)

