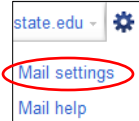




# Forwarding and Fetching PSC Student E-mail

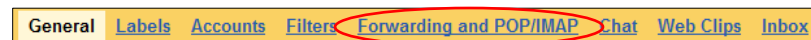
## Forwarding and Fetching

PSC Student E-mail allows you to both forward your messages to another account, or retrieve messages from other accounts into your PSC mail. Once you are logged into your Prairie State e-mail, click the gear icon in the top right corner of the screen and select the Mail Settings link.

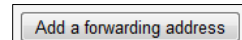


## Forwarding

To forward your Prairie State e-mail to another account, first click the **Forwarding and POP/IMAP** tab.



Click the **Add a forwarding address** button in the Forwarding section at the top of the window.



Enter the e-mail address to which you want to forward your messages and click the **Next** button.

Add a forwarding address

Please enter a new forwarding email address:

That e-mail address will then receive a confirmation code to verify the request. Click the **OK** button.

Add a forwarding address

A confirmation code has been sent to verify permission.

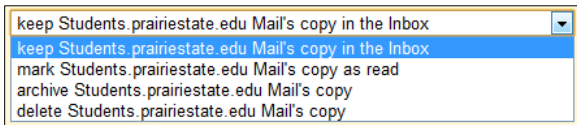
You must then enter this confirmation code and click the **Verify** button.

Verify ittrainer@prairiestate.edu confirmation code

Now the forwarding section will provide more options. Select the radio button next to **Forward a copy of incoming mail**. The e-mail address should already be entered in the field.

Disable forwarding
   
 Forward a copy of incoming mail to  and

In the next field, you are given four options:



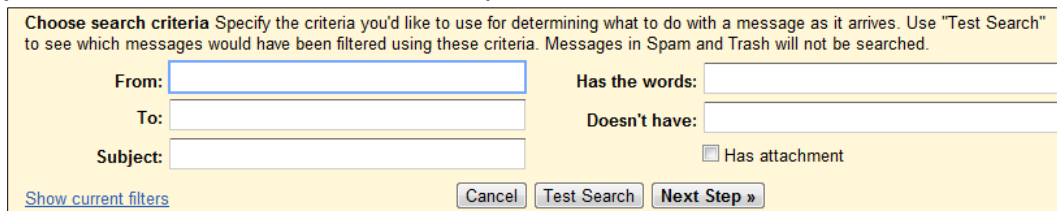
A screenshot of a dropdown menu with a light yellow background. The menu is open, showing four options: "keep Students.prairiestate.edu Mail's copy in the Inbox" (highlighted in blue), "mark Students.prairiestate.edu Mail's copy as read", "archive Students.prairiestate.edu Mail's copy", and "delete Students.prairiestate.edu Mail's copy".

- 1.) Keep a copy of e-mails in your Prairie State inbox.
- 2.) Mark the e-mails as read in your Prairie State inbox.
- 3.) Archive a copy of the e-mails in your Prairie State inbox.
- 4.) Delete a copy of the e-mails in your Prairie State inbox.

If you would like to forward only specific messages, click the **Creating a filter** link.

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

This opens the Create a Filter window, which allows you to input the search criteria you would like to use. Follow the steps to create filters.



A screenshot of the "Create a Filter" window. It has a light yellow background and contains the following elements:  
- A heading: "Choose search criteria Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use "Test Search" to see which messages would have been filtered using these criteria. Messages in Spam and Trash will not be searched."  
- Four input fields: "From:", "To:", "Subject:", and "Has the words:".  
- A "Doesn't have:" input field.  
- A checkbox labeled "Has attachment".  
- A link "Show current filters" on the bottom left.  
- Three buttons: "Cancel", "Test Search", and "Next Step »" on the bottom right.

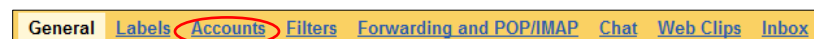
Click the **Save Changes** button at the bottom of the Settings window when you are finished.



A screenshot of two buttons: "Save Changes" and "Cancel", both with a light yellow background and a thin border.

## Fetching

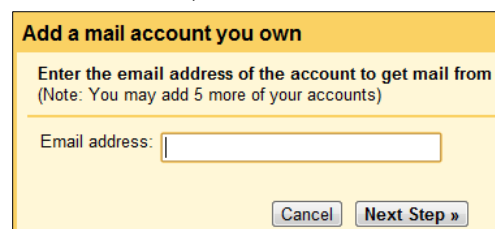
If you would like to have messages from another account forwarded into your Prairie State account, click the **Accounts** tab.



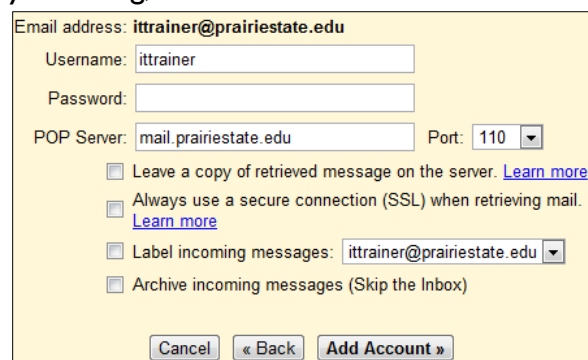
Click the **Add a POP3 mail account you own** link.

[Add a POP3 mail account you own](#)

In the new window that opens, enter the e-mail address from which you want the e-mails to come, and click the **Next Step** button.

A dialog box titled 'Add a mail account you own'. It contains the text 'Enter the email address of the account to get mail from (Note: You may add 5 more of your accounts)'. Below this is a text input field labeled 'Email address:'. At the bottom are two buttons: 'Cancel' and 'Next Step »'.

In the next window, the **Username** field is likely already populated. If not, enter the e-mail address from which you want to retrieve messages. In the **Password** field, enter the password for the e-mail account from which you want to retrieve messages. The **POP Server** and **Port** fields are likely already populated. If not, and you don't know this information, please go directly to the e-mail account to find directions on the server and port that should be used. The next four checkboxes are options for the messages as they come in to your Prairie State account. When you have adjusted these settings to your liking, click the **Add Account** button.

A dialog box for configuring an account. It shows the email address 'ittrainer@prairiestate.edu' at the top. Below are fields for 'Username: ittrainer', 'Password:', 'POP Server: mail.prairiestate.edu', and 'Port: 110'. There are four checkboxes: 'Leave a copy of retrieved message on the server. Learn more', 'Always use a secure connection (SSL) when retrieving mail. Learn more', 'Label incoming messages: ittrainer@prairiestate.edu', and 'Archive incoming messages (Skip the Inbox)'. At the bottom are buttons for 'Cancel', « Back, and Add Account ».