

Forwarding Your Email to an Account You Check Frequently

Learn how to send email from your free Harper College email account to another email address you check on a daily basis. This will allow you to get all information sent to you from your classmates and professors without having to check more than one email address.

Note: All important student information sent electronically from Harper College will automatically go **only** to your free Harper College email account. To ensure that you receive this email, **please use your free Harper email account for Blackboard**, and follow the steps listed below to forward that email to another account you may prefer to use.

1. Sign in to your Harper Student Portal at <https://my.harpercollege.edu/cp/home/loginf>.

2. Click the Email icon located at the top right side of your portal page to access your free Harper email account.



3. Click on **Settings** at the top of the page.

[Settings](#) | [Help](#) | [Sign out](#)

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

Forwarding and POP/IMAP

5. Locate the Forwarding area, which is the first area in the list, and click the **Forward a copy of incoming mail to:** radio button to select it (see below).
6. Then, enter the email address that you check on a daily basis (see below).

A screenshot of an email forwarding settings form. It has a yellow background and a black border. At the top, there are two radio buttons: "Disable forwarding" (unselected) and "Forward a copy of incoming mail to" (selected). Below the selected radio button is a text input field containing "msmith@yahoo.com" and a dropdown menu with the text "keep Harper College Mail's copy in the Inbox".

Disable forwarding
 Forward a copy of incoming mail to
msmith@yahoo.com and keep Harper College Mail's copy in the Inbox

7. Select whether to keep a copy of the email in your free Harper email Inbox, send it automatically to All Mail, or sent it automatically to Trash using the drop-down menu (see above).
8. Click **Save Changes**. All email sent to your free Harper email account will now be automatically sent to the email address you check regularly.



Your free Harper email account will be set up and ready for your use approximately 24 hours after you first register at the College.