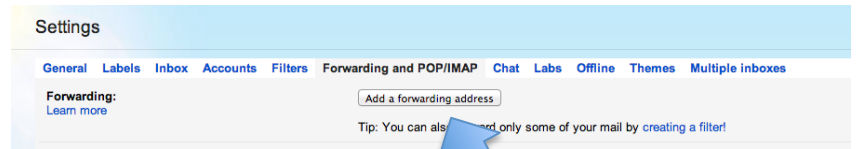
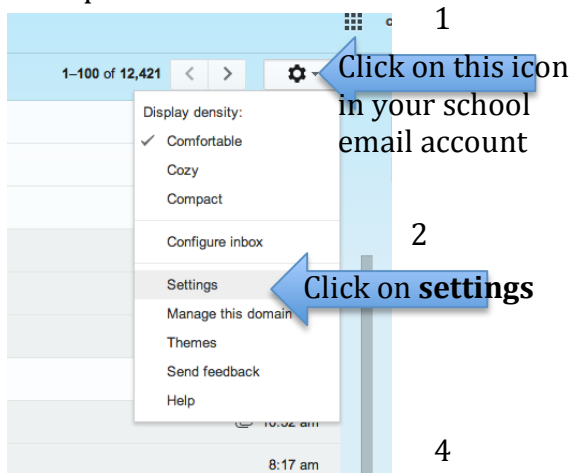
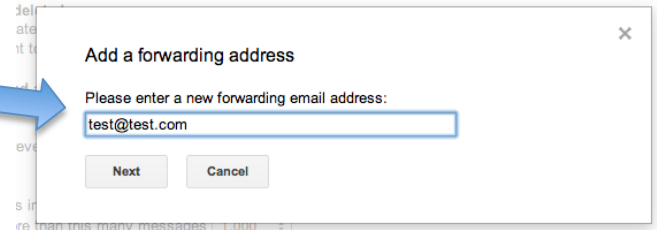


How to set up email forwarding.

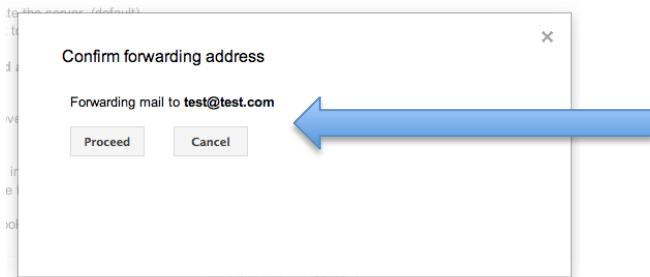
This means email from your school account gets sent automatically to your other personal email.



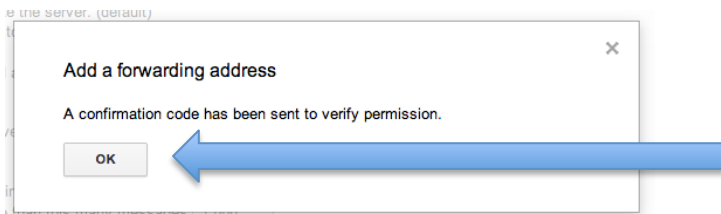
4 Type in the email address that you want all your school emails to go to.



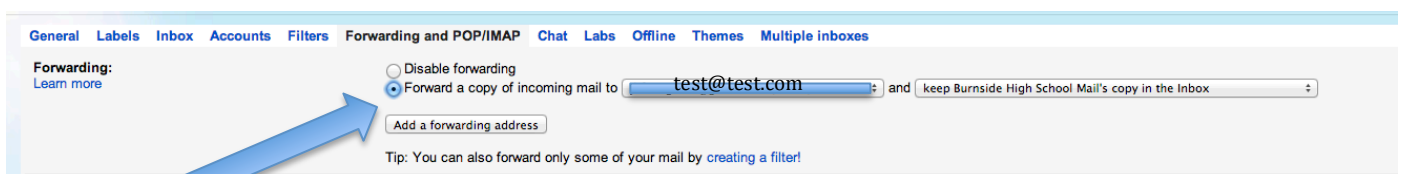
5 Choose Proceed to confirm the address. Make sure it is the right address otherwise your mail will go to someone else.



6 Accept the next box. This will send an email to that address you nominated. Sign into that email and click the confirmation link to confirm the email forwarding.



7 Go back to the **school** email account and repeat steps 1-3 to get back to the forwarding option.



8 Click the button to forward a copy of incoming mail to your other email account. Now all your BHS email will also be sent as a copy to your personal email. Done.

Now you just need to check your personal email, and the school ones will be in there for you.