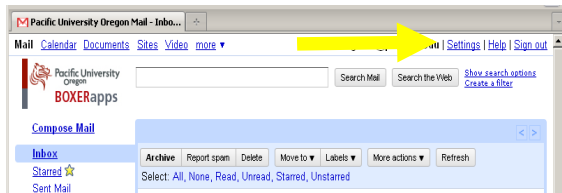


# Forwarding BoxerMail to Another Email

Pacific University Students and Alumni

Student and alumni email can be automatically forwarded to any other email address. Please keep in mind that this forwarding only works so long as you have a Pacific University email address. If your email goes away because you leave the university without graduating, your forwarding will end as well. Also, please note that faculty and staff cannot automatically forward email to a non-Pacific email address.

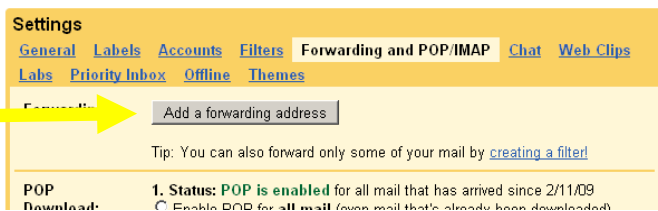
1. Log into your BoxerMail account at [boxemail.pacificu.edu](http://boxemail.pacificu.edu). If you have trouble logging in, e.g. you forgot your password, call the helpdesk at 503-352-1500.
2. Go to Settings in the upper-right corner.



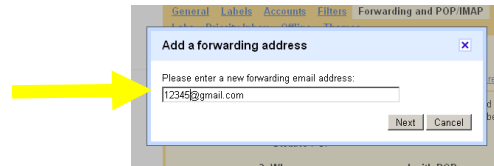
3. Go to Forwarding and POP/IMAP



4. Click "Add a forwarding address"



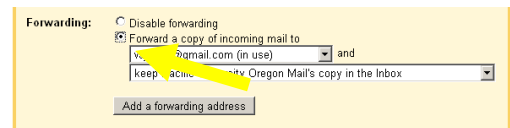
5. Enter the email address you wish to forward to and click Next.



6. A confirmation email will be sent to your other email address. Log in to your other email to retrieve it. You can either click on the link in your email, or copy the confirmation code and paste it into the Verify textbox in your BoxerMail settings.



7. After you have confirmed forwarding, go back to BoxerMail, to Settings and to Forwarding and POP/IMAP and make sure "Forward a copy of incoming mail to" is checked. We highly recommend you leave "keep Pacific University Oregon Mail's copy in the inbox" selected, so that a copy of mail you receive will stay in your BoxerMail inbox.



last updated 3/21/2011

*This is a publication of University Information Services. For further assistance please contact the Technology Information Center (503-352-1500, lower level Marsh) or University Information Services for the Health Professions Campus (503-352-7243, HPC 211) or email [help@pacificu.edu](mailto:help@pacificu.edu).*