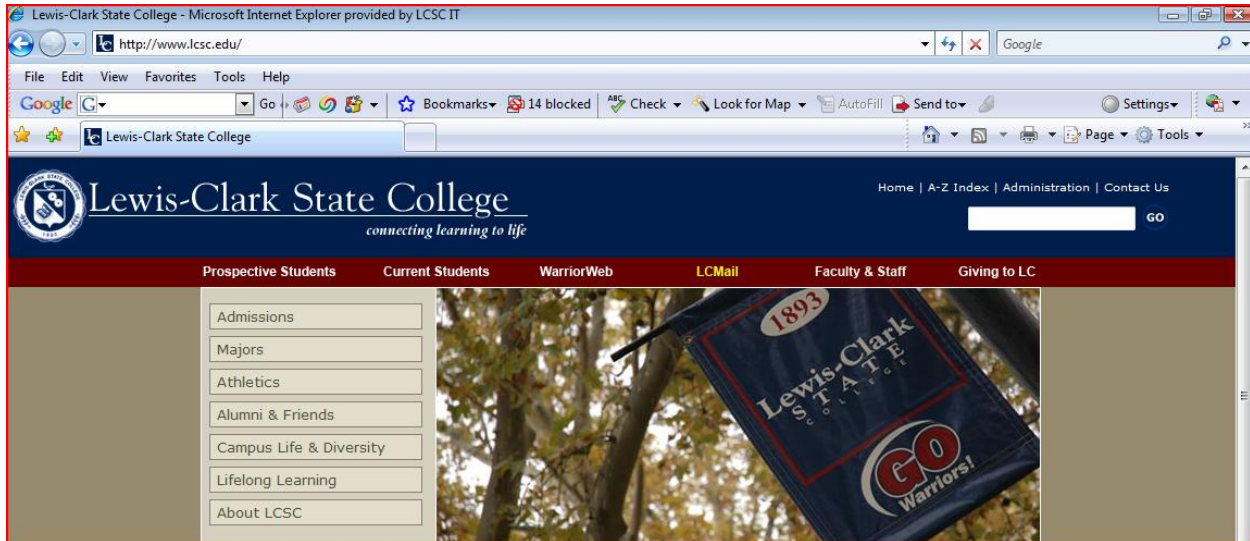
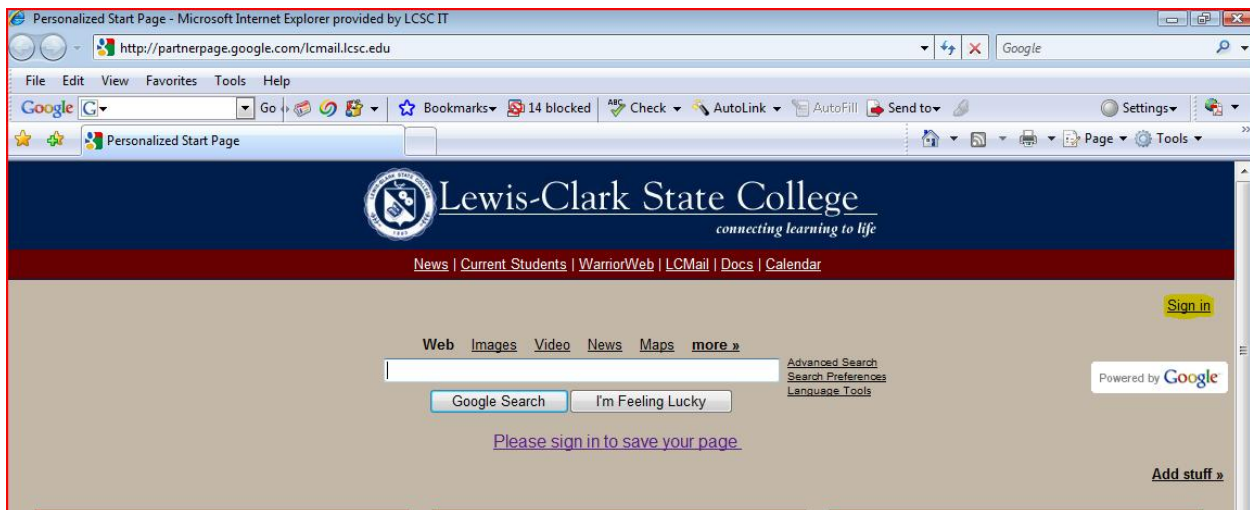


Steps to Forward LCMail account

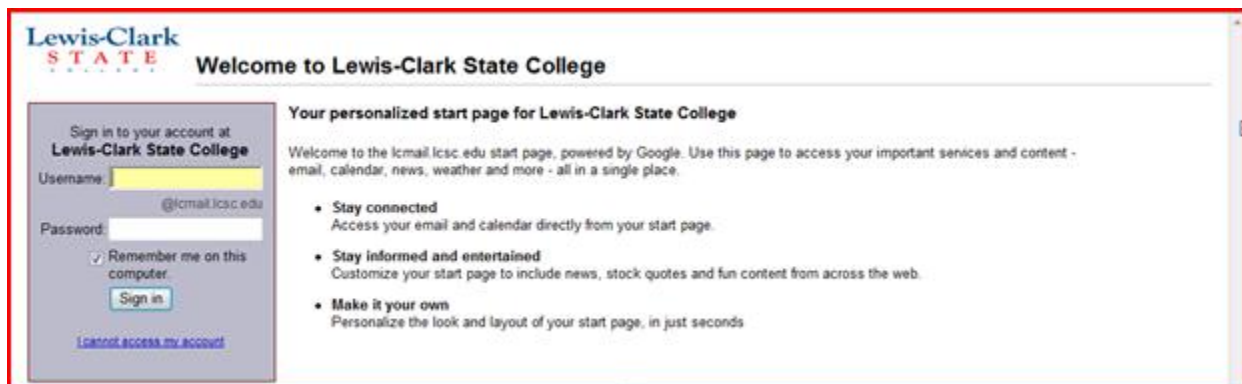
Go to <http://www.lcsc.edu> and click on the LCMail link.



On the top right hand side choose Sign In.



Enter your username (same as your WarriorWeb account) and your password (the default is the last six digits of your social security number for faculty or for students the six digits of your birth date). Do not type @lcmail.lcsc.edu in the username field. Then click Sign in.



Choose Inbox.

The screenshot shows a webmail interface for the user `infostudent@lcmail.lcsc.edu`. At the top right, there is a "Sign out" link. Below the user name, there are navigation links for "Web", "Images", "Video", "News", "Maps", and "more". A search bar is present with "Google Search" and "I'm Feeling Lucky" buttons. To the right of the search bar are links for "Advanced Search", "Search Preferences", and "Language Tools". A "Powered by Google" logo is also visible. Below the search bar, there is an "Add stuff" link. The main content area is divided into several sections: "Email" (Inbox (11) with links for "Hide preview" and "Compose Mail"), "Weather" (Lewiston, ID, 32°F, with a 3-day forecast for Wed, Thu, and Fri), "Google Docs" (with a "Sign in" link), and "LCSC Library Catalog" (with a search bar and "Search" button).

Choose the Settings option on the top right hand corner and then Forwarding and POP/IMAP. Choose the radial button next to Forward a copy and type the address of the account you want to forward your LCMail to. When finished scroll down to the bottom of the page and choose Save.

The screenshot shows the "Settings" page for the user `infostudent@lcmail.lcsc.edu`. The page has a navigation bar with links for "Start Page", "Mail", "Calendar", "Documents", and "Sites". The user's name and email address are displayed in the top right corner, along with links for "Settings", "Older version", "Help", and "Sign out". The main content area is titled "Settings" and has several tabs: "General", "Accounts", "Labels", "Filters", "Forwarding and POP/IMAP", "Chat", and "Web Clips". The "Forwarding and POP/IMAP" tab is selected. Under the "Forwarding:" section, there are two radio buttons: "Disable forwarding" (which is selected) and "Forward a copy of incoming mail to" (which is unselected). The "Forward a copy of incoming mail to" option has a text input field containing "email address" and a dropdown menu set to "keep Lewis-Clark State College Mail's copy in the Inbox". A tip at the bottom of the section reads: "Tip: You can also forward only some of your mail by [creating a filter](#)".