

How to Forward Course Mail

By default, users must log into ANGEL to send or read course mail messages. Users can optionally configure ANGEL's course mail forwarding settings to automatically forward course mail to an Internet email address.

Note: Course mail forwarding is a global setting. Therefore, enabling course mail forwarding will forward all course mail messages received in any course or group for which you are enrolled.

To forward your ANGEL course mail to an Internet email account:

1. Log into ANGEL.
2. Click the **Preferences** hyperlink in the **Toolbox** area (located in the right column). The **Preferences** panel will appear.
3. Click **System Settings** in the **General User Settings** area. The System Settings Manager will appear.

4. In the Forwarding Address field (located the Mail Settings section), type the email address where you want your course mail to be forwarded.

MAIL SETTINGS
Directions: You can have a copy of mail that you receive in your courses and groups forwarded to an Internet e-mail account. Simply enter the e-mail address below and specify a forwarding mode.
Forwarding Address <input type="text"/>
Forwarding Mode Do not forward my course mail Do not forward my course mail Forward my course mail and keep as new in course Forward my course mail and mark as read in course Forward my course mail and delete from course

5. Select a forwarding mode from the **Forwarding Mode** drop-down menu.
6. Click the **Save** button.