HOW TO REDIRECT YOUR BSU E-MAIL TO YOUR PERSONAL EMAIL ACCOUNT

If you already have your own personal e-mail account (Yahoo, Google, Hotmail, etc.), you can easily forward your Bowie State University e-mails to it so you don't miss any important messages. Copy the below link and paste it into the address bar of your internet browser to access and log in to your BSU Email Account.

Sign in to your BSU Student E-Mail account by visiting
http://www.outlook.com/students.bowiestate.edu

**Step 1a:** After you sign in to your BSU email account, click **Options**.

(Figure 1a)
Step 1b: Click See All Options....
Step 2: Click Organize Mail.
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Step 3: Click New...

(Figure 3)
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Step 4: Under When the message arrives, select [Apply to all messages].

Step 5: Under Do the following, select Redirect the message to...

Once you click New..., you’ll see

(Figure 4)
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Step 6: Enter the address you want your mail sent to in the To field.

Step 7: Click OK to save your selections and return to the new rule window.
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**Step 8:** Click **Save** to save your rule and return to the **Inbox Rules** tab.

Once you click OK, you'll see—

*Figure 6*
Step 9: Click Yes to apply the rule.

Once you click Save, you’ll see

(Figure 7)
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**Step 10:** Click **Sign out** to sign out of your BSU email account.

(Figure 8)
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Notes:

- You should regularly check your non-Bowie State University account, as it can cause problems if mail is rejected from the other address (ex: if the inbox is full).
- These e-mails go into your Bowie State University Deleted Items folder.

The University can take no responsibility for the functioning of external mail services, and cannot guarantee that forwarded mail will reach an external service.