

Cardinal Mail Forwarding

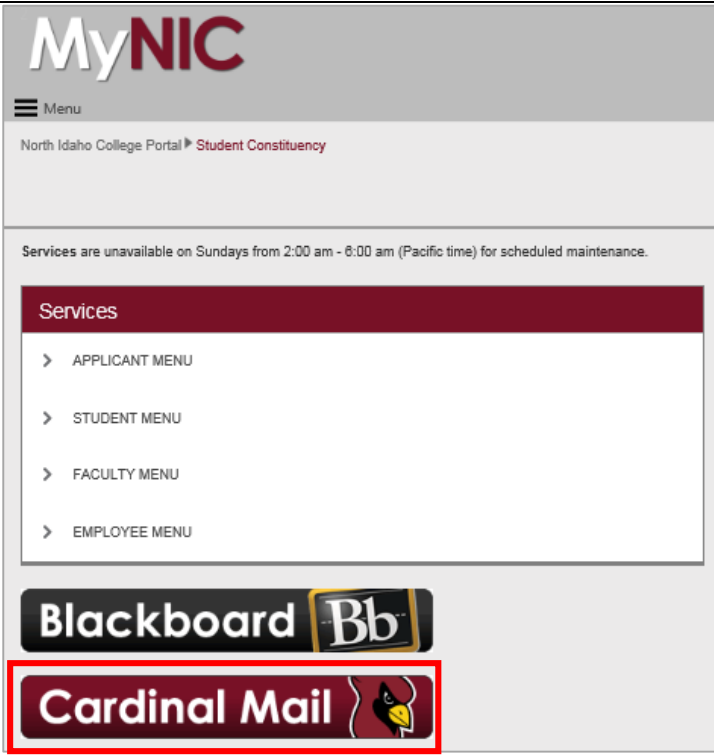
Cardinal Mail Forwarding

Use forwarding to automatically forward all email sent to your Cardinal Mail to another email account (i.e. Yahoo, Gmail, etc.).

NOTICE

NIC cannot guarantee that all your email will arrive at the address you are forwarding it to. We recommend that you occasionally log into your cardinal mail account to verify all your email is being forwarded.

Setup Email Forwarding

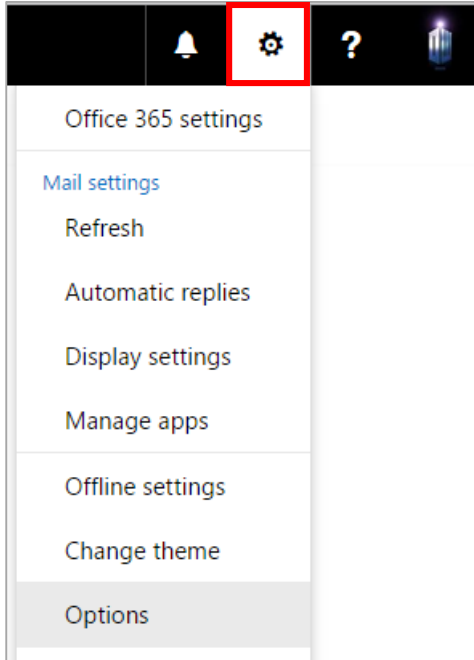
<p>Step 1</p> <p>Login to your Cardinal Mail account by clicking on the Cardinal Mail button within your MyNIC account. If you encounter issues logging in, contact the IT Help Desk at (208) 769-3280.</p>	 <p>The screenshot shows the MyNIC portal interface. At the top is the MyNIC logo and a menu icon. Below that is the text 'North Idaho College Portal' and 'Student Constituency'. A maintenance notice states: 'Services are unavailable on Sundays from 2:00 am - 8:00 am (Pacific time) for scheduled maintenance.' Under a 'Services' header, there is a list of menu items: 'APPLICANT MENU', 'STUDENT MENU', 'FACULTY MENU', and 'EMPLOYEE MENU'. At the bottom of the page, there are two buttons: 'Blackboard Bb' and 'Cardinal Mail'. The 'Cardinal Mail' button, which includes a cardinal bird icon, is highlighted with a red rectangular box.</p>
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Cardinal Mail Forwarding

Step 2

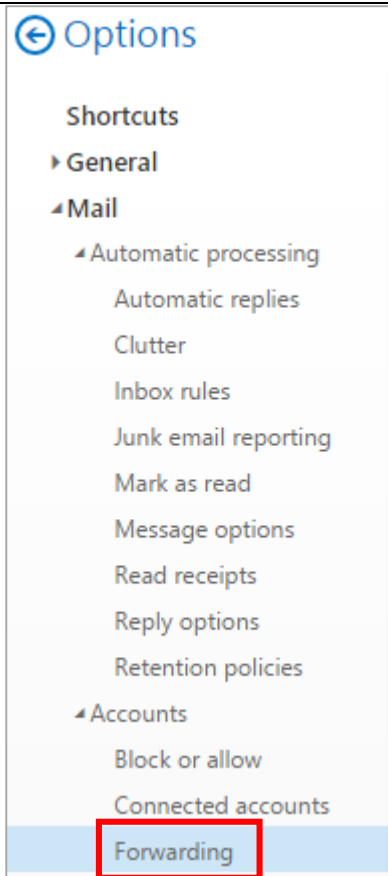
Once logged in to your Cardinal mail, go to the top right corner and click on:

Settings  > **Options**



Step 3

In the option menu, click on **Forwarding**.



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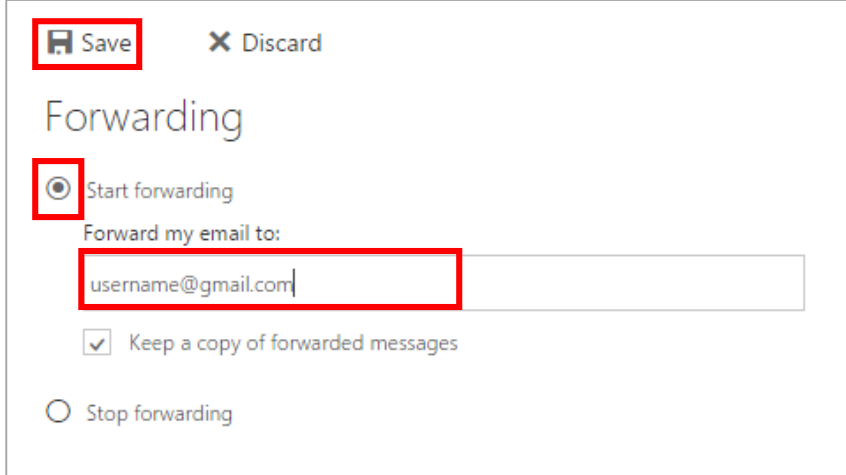
Step 4

In the forwarding section:

1. Click the **Start forwarding** radio button.
2. Enter the **email address** where you want to forward your Cardinal Mail.
3. Click **Save**.

Note:

By default your email account keeps a copy of forwarded messages in your inbox after you set up forwarding.



Save Discard

Forwarding

Start forwarding

Forward my email to:
username@gmail.com

Keep a copy of forwarded messages

Stop forwarding

It is a good idea to test your forwarding settings by sending an email to your Cardinal Mail account. The test email should show up in other email inbox if forwarding was setup correctly.

Stop Email Forwarding

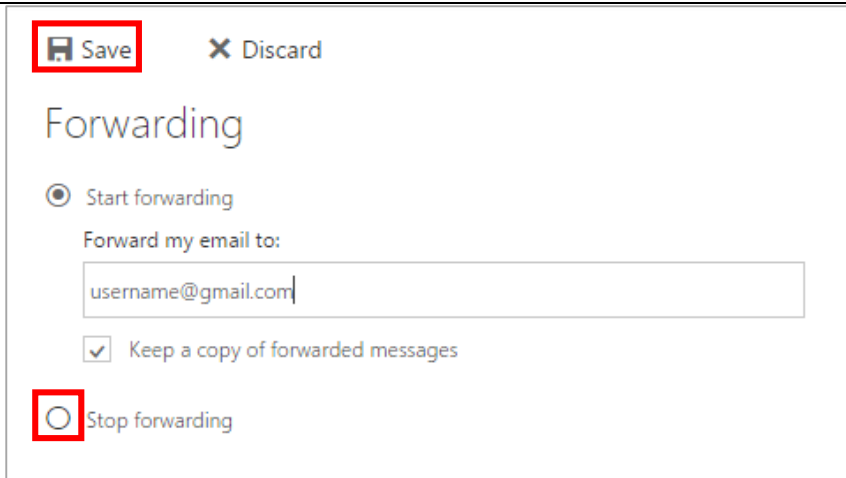
Step 1

Follow setups #1-3 above in the Setup Email Forwarding section.

Step 2

In the forwarding section:

1. Click the **Stop forwarding** radio button.
2. Click **Save**.



Save Discard

Forwarding

Start forwarding

Forward my email to:
username@gmail.com

Keep a copy of forwarded messages

Stop forwarding

Cardinal Mail Forwarding

Change Email Forwarding

<p>Step 1 Follow setups #1-3 above in the Setup Email Forwarding section.</p>	
<p>Step 2 In the forwarding section:</p> <ol style="list-style-type: none">1. Click in the Forward my email to: box and enter a new email address to forward your Cardinal Mail.2. Click Save.	