
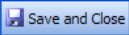




All official Charter Oak State College communications (such as grades, registration confirmation, financial aid information and accounts payable/receivable) will be sent to your Charter Oak email address. If you would like to forward your Charter Oak email to another email address you can set up a rule to send all of your email to that address. Please follow the steps below to set up that rule.

1. Open Internet Explorer* and go to <https://webmail.charteroak.edu>.
2. Log into your email.
3. Click the *Rules* at the bottom left-hand side of the screen.
4. Click the *New...* button  to create a new rule.
5. A new window will pop-up. Under *Rule Name (optional)* type **Forward My Mail**.
6. At the bottom of the window type the email address you would like to forward your email to in the box next to *Forward it to...*
7. At the top of the window click the *Save and Close* button .