

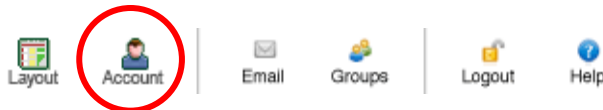


Forwarding Your Lotus Notes Email

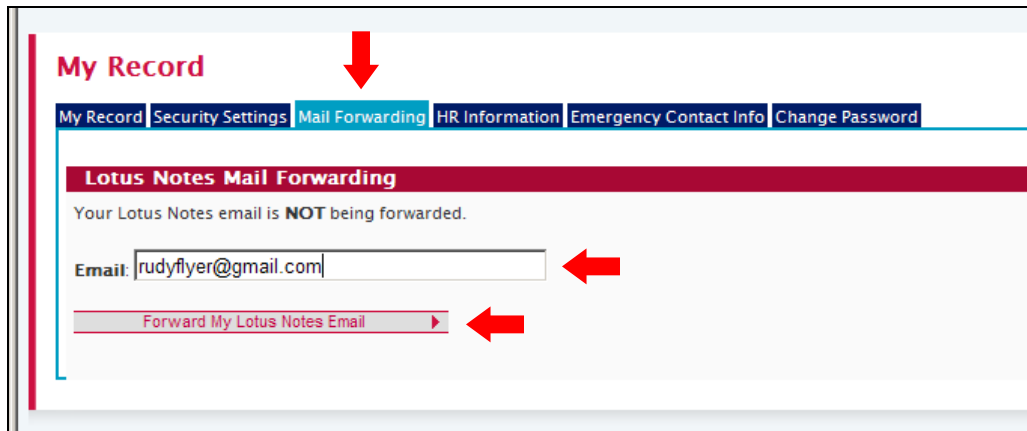
University of Dayton - Porches/Banner Training

By forwarding your email, students, faculty, and staff can send messages to your Lotus Notes email address and you will receive them in your preferred email account such as Gmail.

1. Open your web browser and sign on to Porches: **porches.udayton.edu**
2. Click on the **Account** button at the top of the Porches window.



3. Click on the **Mail Forwarding** tab.
4. Click on the **Email** field and type out the appropriate email address.



5. Click on the **Forward My Lotus Notes Email** link.

NOTE: The email forwarding process can take up to 2 hours to begin. If your email has not been forwarded after several hours, please call the IT Helpdesk at (937) 229-3888.