



## Forwarding Your Email from Lotus Notes

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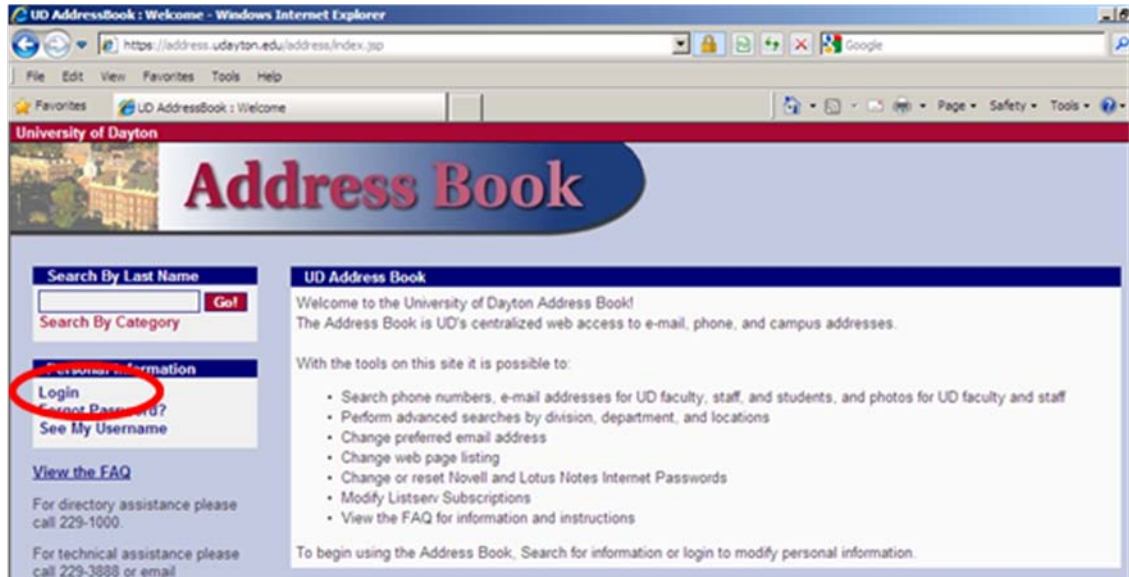
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### Background

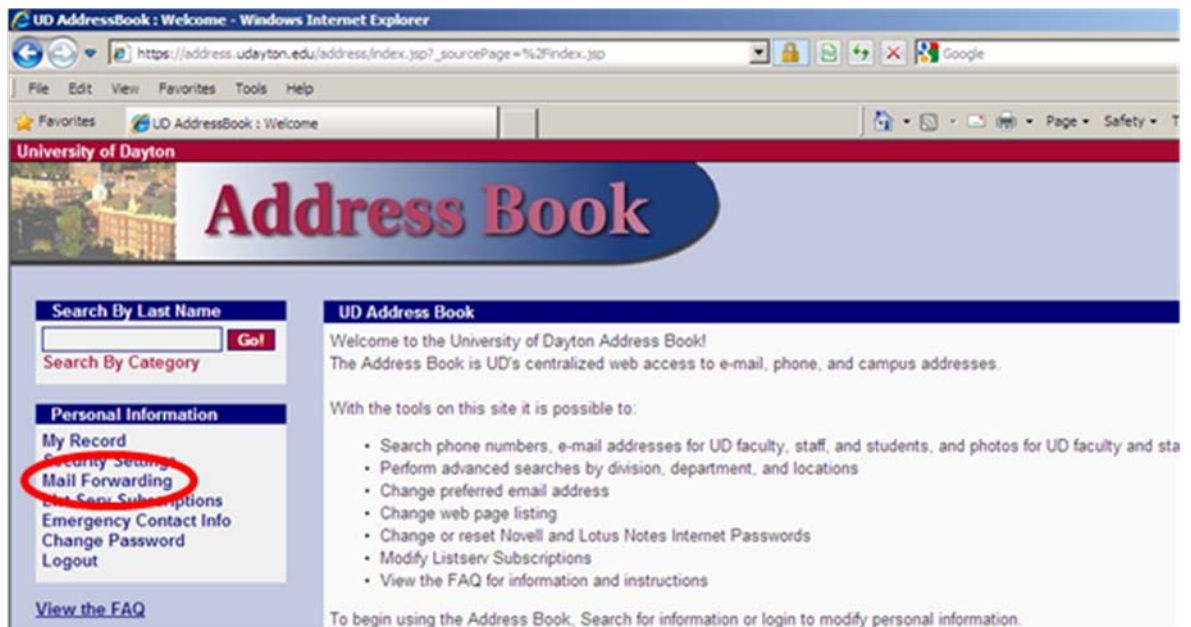
Forwarding your mail from your Lotus Notes email can be beneficial in several ways. Forwarding your email can be used if you have reached your size quota for Lotus Notes. It can also be utilized if you simply desire to use your personal email on a regular basis as opposed to using Lotus Notes. By forwarding your email, students, faculty, and staff are able to send messages to your Notes email address, yet you will receive them in the email account you assign. Also, by choosing the proper settings in the preferences in your email account, you can change your sender information to your original Notes account. For instance, if I use my Gmail account [rflyer@gmail.com](mailto:rflyer@gmail.com), I can change the setting so when people receive email from me, it shows up as [rflyer@notes.udayton.edu](mailto:rflyer@notes.udayton.edu). This can be done in your respective preferences within the email account you are using.

### Step-by-step Forwarding your email

1. Open your web browser.
2. Go to the website: <http://address.udayton.edu>.
3. Login in using your LDAP/Novell Username and Password.

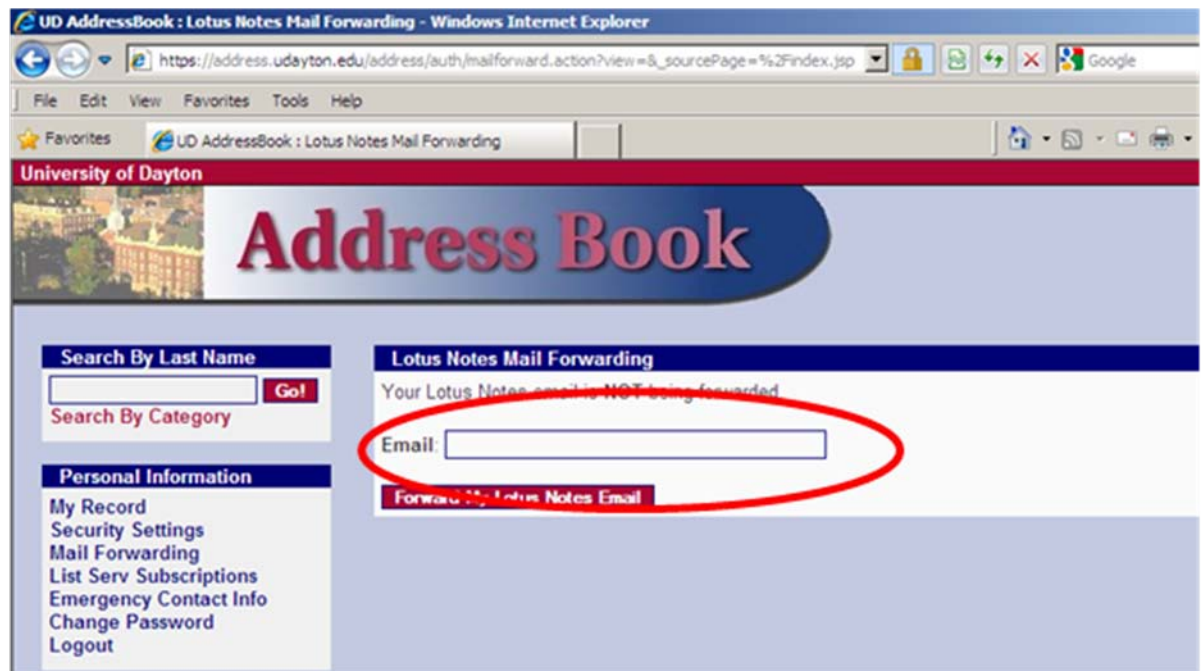


4. Choose Mail Forwarding under Personal Information on the left hand side of the homepage.





5. Enter the email account you wish your Lotus Notes email to be forwarded to.



6. Click Forward My Lotus Notes Email.

TIP-The email forwarding process will take up to 2 hours to begin working, be patient.