Forwarding University Email
(Faculty and Staff)

All MSU faculty and staff are provided an official university email address. Your official university email address is in the form of NetID@msstate.edu, where NetID is your unique MSU identifier. It is also possible that you will obtain other email addresses while at MSU. The NetID@msstate.edu address is used by the university as the official means of communication with you. This factsheet will provide step-by-step instructions on forwarding your university email address to another account to ensure that you receive important university email correspondences. ITS does not recommend forwarding your email to an account not affiliated with the university, such as Yahoo, Gmail, Hotmail, or others. These providers sometimes block messages from the university and you may not receive your forwarded email.

1. To forward your netid@msstate.edu email address, go to onCampus. You can get to the onCampus portal by going to the MSU main page at www.msstate.edu. Click the onCampus link at the top of the page.
2. Login to the onCampus portal using your NetID and NetPassword.

![OnCampus Portal Image]

3. In the Email Channel, click the **onCampus Email** button to view messages. This channel also has your email address and any alias you have created. The **Settings** button allows you to **Forward** your MSU email account (or remove your forward) and create an **Email Alias**.

![Email Settings Image]

4. Click the **Mail Forwarding** link and the **Email Information** window appears. In the **Auto Foward To**: window, type the email address where you want your MSU email to go. Click **Update Foward**.

![Email Information Image]
5. You will see a message asking you to respond to acknowledge the forward. This message is sent to the email address you are forwarding to. Go to your email client and open the message. Open the message and click the link.

6. You are required to authenticate with your NetID and NetPassword. In the verification window, click Verify (your email address). Verification of the email where your MSU messages will be directed will appear.

7. When you log back in to onCampus, your forward address will appear in the Email channel.