



Forwarding your Capitol Technology University email to another email account

1. Go to **<https://webmail.capttechu.edu/cgi-bin/qmailadmin>**
 - a. User Account: Enter your Capitol email id
 - b. Domain Name: Do not change the default value (capttechu.edu)
 - c. Enter your email password
2. Under Routing
 - a. Select the **Forward To**: radio button
 - b. Enter the address you wish your mail sent to
 - c. Select the checkbox if you wish to keep a copy of the message available in Capitol Webmail.
 - d. Select **Modify User**

Modify User:

Real name:

New Password:

Password (again):

Routing: Standard (No Forwarding)

All mail deleted

Forward To:

Save a Copy

Send Vacation Auto-Response

Vacation Subject:

Vacation Message:

[[Email Accounts](#) | [Main Menu](#) | [Log Out](#)]