Students who entered McCombs before the Summer 2012 semester

As a McCombs student, you can forward your McCombs email to another email address. This is only effective while you are enrolled at McCombs. If you transfer to a different college, your McCombs email address is deleted and your forwarding stops. Upon graduation from McCombs, your email address continues forwarding through Lifetime Email Forwarding. Once you turn on email forwarding, email no longer goes to your Exchange email mailbox.

Is Forwarding For You?

If you are about to graduate from McCombs, then you should turn on forwarding to prevent email from being lost.

If you do not use your McCombs email account as your primary email address, then you may be an excellent candidate for forwarding. The same is true if you rarely use the other Exchange features, like calendars, tasks, or the Global Address List. On the other hand, if you are an Outlook power user who lives and dies by your Exchange connection this may not be for you. While you can forward your mail and still get access to the features of Exchange, it will be less straightforward. It may also be a bit harder to send email from your McCombs address. This may be an issue when corresponding with recruiters.

As with anything else, complicating things makes it easier for things to go wrong. Issues could appear, and it will be harder to troubleshoot why messages you were expecting did not arrive. There may also be some business processes, like sending messages to MBA and MPA cohort lists, that assume you are using your Exchange mailbox. Turning off forwarding is as simple as going back online to MOR, deleting the forwarding address, and updating your profile.

Turn On Email Forwarding

To begin forwarding your McCombs email address to another email address:

1. Go to the McCombs Online Resources (MOR) website: https://secure.mccombs.utexas.edu/MOR/

2. In the UT EID Login to McCombs Online Resources box, click on the Login using your UT EID link.

3. Enter your UT EID and password. Press the Log in button.

4. Click on the Update Profile tab in the upper right tabs area.

5. Click on the Email Forwarding tab within the Profile section.

6. In the Forwarding Email Address box, enter your email address to which you want to forward your McCombs email. See the screenshot below.

If you are an alumnus of McCombs and a current student, you may have more than one email address. If so, type your email address in the appropriate Forwarding Email Address field, and click the correct Update button.
7. Click the **Update Forwarding** button.

8. It can take up to 24 hours for your forwarding to begin.

**Attention Gmail Users:** If you forward to a Gmail account, do not send a test message from that Gmail account to test your forwarding. The test message will only appear in your Sent Items, not in your Inbox.

### Changing the From Field of Your Email to Your McCombs Address

Once you have set up McCombs email forwarding, many email providers allow you to set your email’s *From* field to a different address. For example, you can send email from your Gmail account, but make it appear as if it is coming from your McCombs email address. To find instructions for setting up this option, you should go to your email provider’s Help section and search for “change the from field”, or something similar. Below are instructions to change your *From* field for several large email providers:

**Gmail Help & Instructions**

**Yahoo Help & Instructions**

For Hotmail, go to the **Options** menu (on the right side), then select **More Options**. Under the **Manage Your Account** section, click on **Send and receive email from other email accounts**. At the bottom of that page, click on **Add another account to send mail from**. Continue through the wizard to add your McCombs email address.

### Sending a Test Email From Gmail

The most common question about email forwarding happens when someone forwards their McCombs email to a Gmail account, then sends a test email from that Gmail account to the McCombs account. If you do this, the test email will not show up in your Gmail Inbox. **This does not mean that your forwarding is not working.** This is part of Gmail's duplicate suppression (find an explanation [here](#)). Please send a test email from another account to test your forwarding.

### Turn Off Email Forwarding

To discontinue forwarding your McCombs email address to another email address:

1. Go to the McCombs Online Resources (MOR) website:
   
   https://secure.mccombs.utexas.edu/MOR/

2. In the **UT EID Login to McCombs Online Resources** box, click on the **Login using your UT EID** link.
3. Enter your UT EID and password. Press the Log in button.

4. Click on the Update Profile tab in the upper right tabs area.

5. Click on the Email Forwarding tab within the Profile section.

6. Delete any email address listed in the Forwarding Email Address box.

7. Press the Update Forwarding button.

8. Your McCombs email address will stop forwarding to the address you entered. You must now check your McCombs email through the McCombs Webmail site or through Outlook (Outlook 2007 setup instructions | Outlook 2010 setup instructions)

Troubleshooting Issues

If you have questions about email forwarding, submit a support ticket at www.mccombs.utexas.edu/tech.