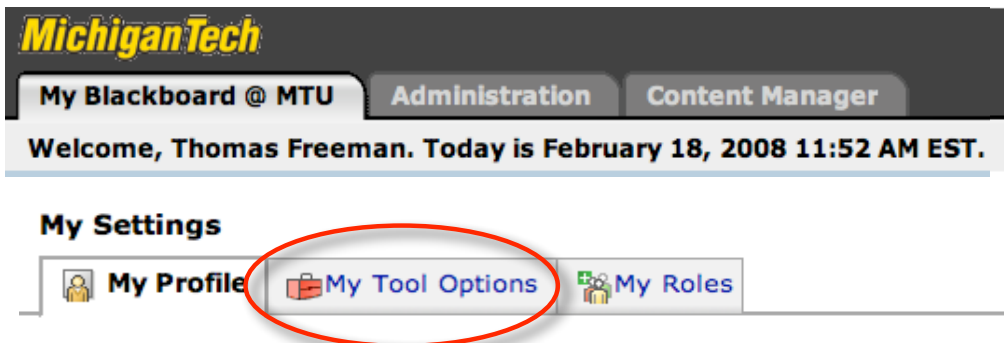


## Setting your Mail tool to forward e-mail to the e-mail address in you and your students' profile

If you click on [My Settings](#) (circled in red below) in the upper right of the My Blackboard @ MTU screen you see right after log in, you can set your mail tool to forward all messages to you and your students' @mtu.edu mail address.



Once you get to the My Settings screen, click on the My Tool Options tab (circled in red below)



**User name:** tfreeman

**First name:** Thomas

**Last name:** Freeman

**E-mail:** tfreeman@mtu.edu

Then scroll down to the mail settings and check the box under Mail forwarding for "Forward all mail messages to the e-mail address in my profile."


#### Language

My Language

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#### Mail

##### Mail forwarding

  Forward all mail messages to the e-mail address in my profile

##### Show messages:

- All
- Unread only

##### Show new messages at:

- Top of list
  - Bottom of list
- 

#### Paging

Number of records per page  (999 items maximum)

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Then e-mail messages generated within the mail tool of your Blackboard Learning System course will be forwarded to the e-mail address in your profile. Your students will need to do this too so their Blackboard Mail will be forwarded to their @mtu.edu mail accounts.