


# Forwarding ANGEL Mail

June 4, 2009

ANGEL mail is NOT the same as Penn State WebMail account, although you use the same user name and password to log on. By default, emails sent from an ANGEL course stay in and have to be read in ANGEL. They are displayed in the *Inbox* of the *Course Mail* section once you log on.

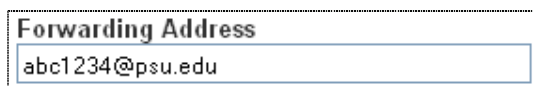
If you'd like to forward all ANGEL mail to another email address, **we highly recommend Penn State WebMail**. Commercial email accounts sometimes block Penn State emails as spam thus cause loss of important messages.

To forward ANGEL Mail to Penn State WebMail, please follow the instructions below:

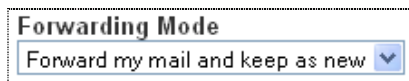
1. Select the **Preferences** icon  in the left-hand navigation menu.
2. From the *My Settings* screen, select the **System Settings** link.



3. Beneath the **Mail Settings** subheading, enter the Penn State WebMail address, e.g., *abc1234@psu.edu*.

A screenshot of a form field labeled 'Forwarding Address'. The text 'abc1234@psu.edu' is entered into the input box.

4. From the **Forwarding Mode** pull-down menu, select **Forward my mail and keep as new**.

A screenshot of a pull-down menu labeled 'Forwarding Mode'. The selected option is 'Forward my mail and keep as new' with a downward arrow.

5. Click the **Save** button.

## **Important:**

- If you forward your ANGEL mail, a copy of each received message still remains in ANGEL in that course. You can always retrieve the original message if the copy of the message is accidentally deleted from WebMail or the attached cannot be read.
- While it is possible to send mail outside the ANGEL system, it is **impossible** to mail from the outside back into ANGEL. When you reply to a forwarded ANGEL mail, your reply will *not* be sent to the ANGEL course but the sender's non-Angel address. The "Reply to All" doesn't work either.