

## Forwarding Email from LoboMail to HSCLink

1. Go to [lobomail.unm.edu](http://lobomail.unm.edu)
2. Logon with your main campus email address, which is your UNM NetID @unm.edu (e.g., [username@unm.edu](mailto:username@unm.edu)) and UNM NetID password
  - a. You may first get a screen that asks for just your LoboMail email address followed by a second screen that asks again for your LoboMail email address and password
3. Select the “Mail” icon on the left hand side beneath the phrase “Collaborate with Office Online”.
  - a. You may not need to do this step if you are directed to your email inbox initially.
4. In the upper right hand corner click on the symbol that looks like a gear or cog and then select “Options” from the pull down menu
5. In the next window select “Forwarding” from the list on the left side
6. In the next windows under the forwarding section enter the account you wish to forward your LoboMail to (e.g., [username@salud.unm.edu](mailto:username@salud.unm.edu))
7. Then click on the Start forwarding button
8. Last, click the Save button above the Forwarding header in the main screen.