

# Forward emails from your EIT webmail to another email address

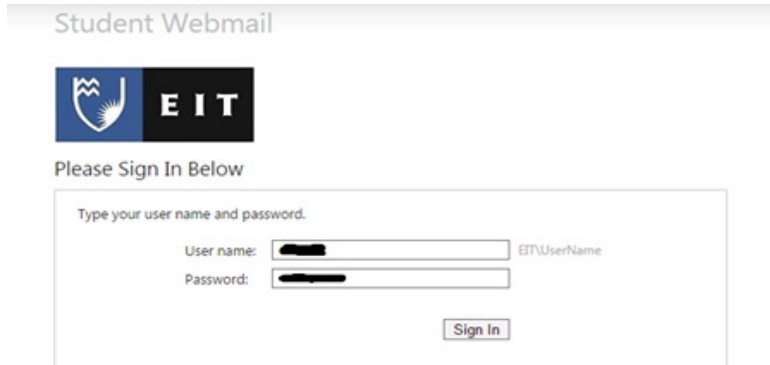
1. Go to the student portal MyEIT (<http://myeit.eit.ac.nz/>) and click **Office 365**.

The screenshot shows the MyEIT student portal. At the top left is the EIT logo (Eastern Institute of Technology, Te Aho A Māui) and the 'MyEIT' text. To the right are navigation links: SURVEY RESULTS, RESOURCES, SERVICES, AMENITIES, TOOLS. The main content area is a grid of colorful tiles. The 'Office 365' tile is highlighted in green. Other tiles include 'EIT Online', 'RESET password', 'Library & Learning Services', 'subject guides', 'disability', 'computers @ EIT', 'A+ results', 'timetable', 'careers', 'learning services', 'APA', 'study guides', 'pou whiri naki', and 'Kupu o te Rā Word of the day'. A central 'Tweets' widget displays three tweets from MyFIT EIT, including announcements about a public lecture series, library closures for Queen's Birthday, and an update to the healthy food pyramid.




Want more information?  
974 8000 ext 6045  
[twist@eit.ac.nz](mailto:twist@eit.ac.nz)

2. A pop up screen will appear, click **Student Email**.
3. A login screen will appear. Enter your **EIT username and password**. Click **Sign In**.



Student Webmail

 EIT

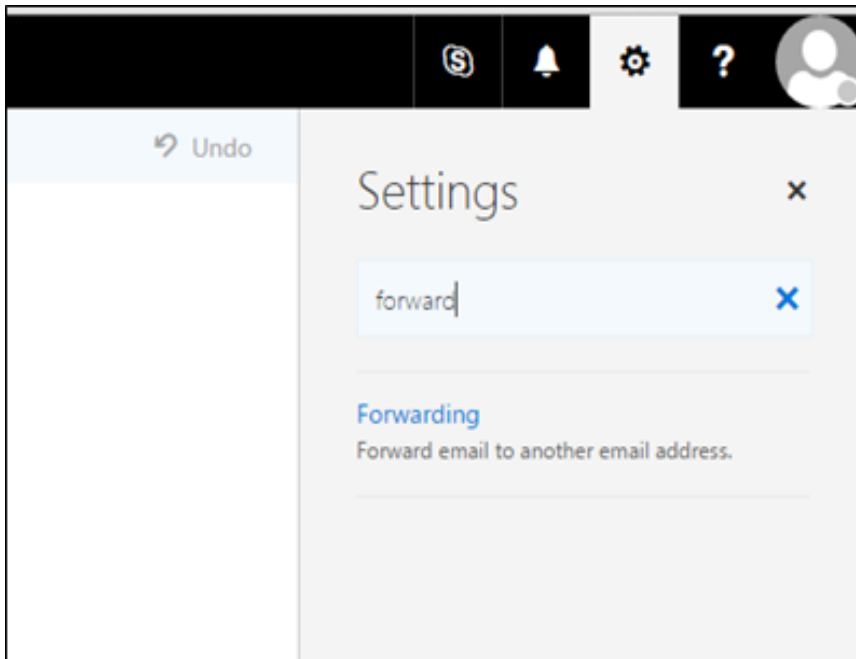
Please Sign In Below

Type your user name and password.

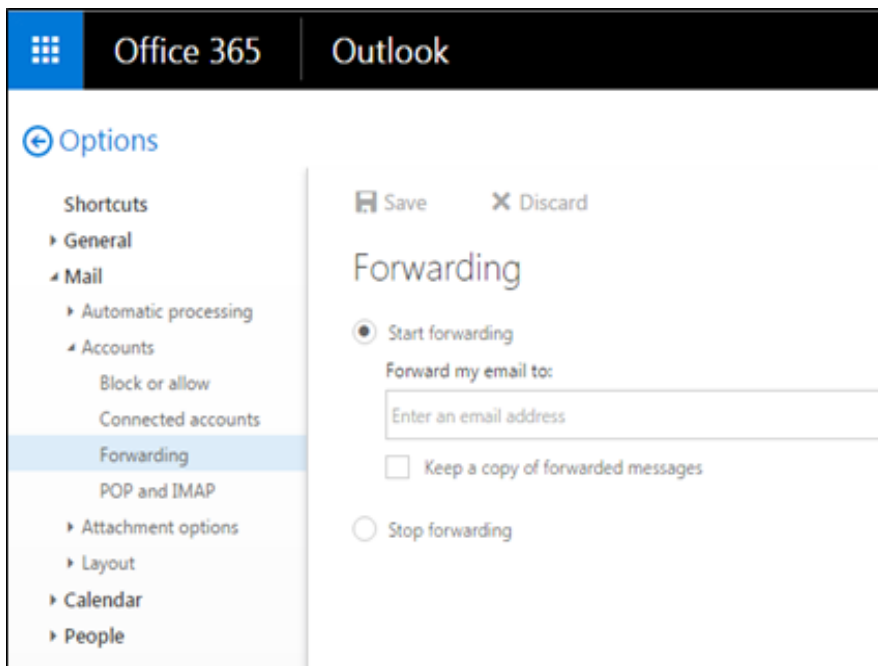
User name:  EIT/UserName

Password:

4. Click the **gear icon**, type forward, and click the provided link.



5. Select **start forwarding**, enter your preferred email address, and click **save**.



6. Once you have done this, click your profile picture and click **Sign out**.

