

How to Use Webmail Express to Forward Email to Another Account

Overview

Webmail Express is Morningside College's web based email application that lets you check your email from anywhere with or without having to use your own computer. Because it is web based and the messages remain on the server, an email client such Outlook Express or Eudora are not required. Another benefit is that it has the ability to forward your email to another account during times when it is not convenient to check your Morningside account.

1. To access Webmail Express follow the below link.

<http://webmail.morningside.edu/express/>

Or it can be accessed from the upper left side of the Morningside College Portal.

<http://my.morningside.edu/>

2. The following screen will appear asking for your username and password. Type them in and click **Log On**. DO NOT click save logon information on this computer. If this box is checked it means that anyone using that computer can check and use your Morningside email.



Webmail Express Login
Your email in a hurry.

User Name:

Password:

Language:

Save login information on this computer

MailSite Express
version 6.1.16
[To The Portal](#)

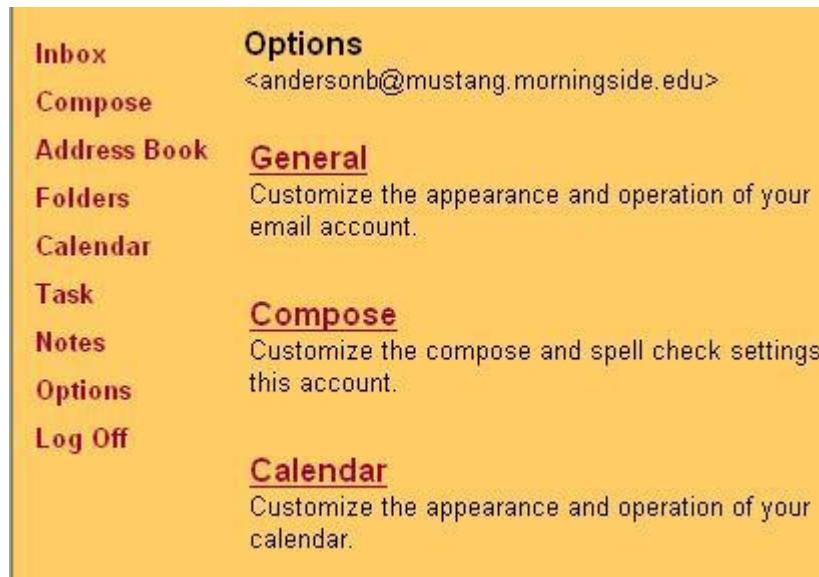
Log On

For additional help please call Robert Anderson at 712-274-5295 or email andersonr@morningside.edu.

3. After you logon, the following screen will appear showing your Inbox.



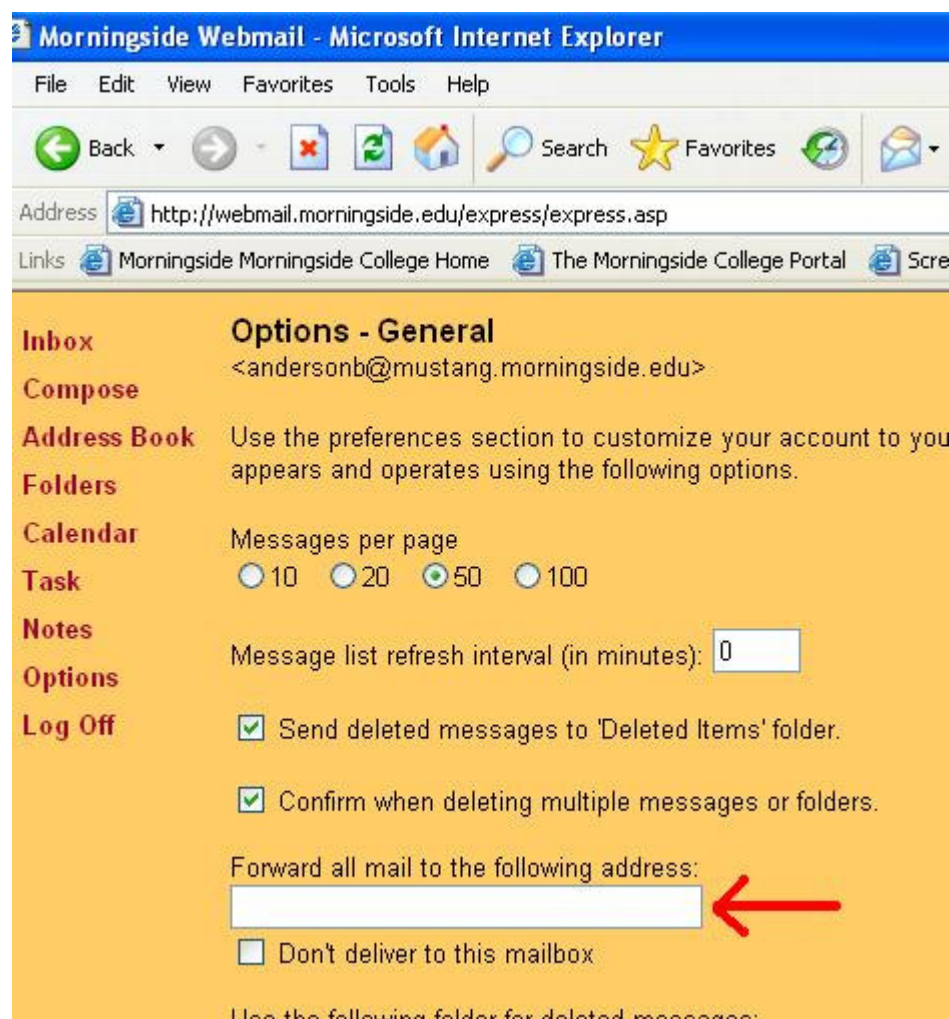
4. From the red lettered menu on the left, click on **Options**. After you click on Options, the following screen will appear.



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5. Next click on **General** to access the menu to put the email forwarder in Webmail Express. After you click General, the following screen will appear. About halfway down the page where it says "Forward all mail to the following address" enter the email address you want your email forwarded to. If the checkbox is not checked "Don't deliver to this mailbox" the mail will be delivered to your Morningside Inbox and your alternate one. To deliver just to your alternate one, check the box and the mail will not be delivered to your Morningside Inbox.

NOTE: If you receive high quantities of email, it is a good idea to not deliver to your Morningside Inbox so that it does not exceed your mailbox quota. Otherwise, you must be diligent about logging in periodically to check the size of your mailbox and clean it out.



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6. When you are finished entering your information click on **Update Preferences** and you will return back to the Options page.



7. From the Options page click on **Inbox** from the red lettered menu on the left and you will be back in your Inbox.