How to forward your mail.greenriver.edu account to another email address

First, login to your MSN Live mail.greenriver.edu account as if to check your messages. Then:

1. Select this option.
2. Type the email address where you would like your email to be sent.
3. Then click "Save".

Click on this link, "Forward mail to another e-mail account".

Then select this last item on the list, named "More Options".

Click on this "Options" button to reveal the drop-down menu shown here.

After that, a message will be sent to the email address you provide, asking for confirmation. That message will include a hyperlink that you need to click on to complete the forwarding process. After you do that, all email sent to your mail.greenriver.edu address will be forwarded to your chosen account.