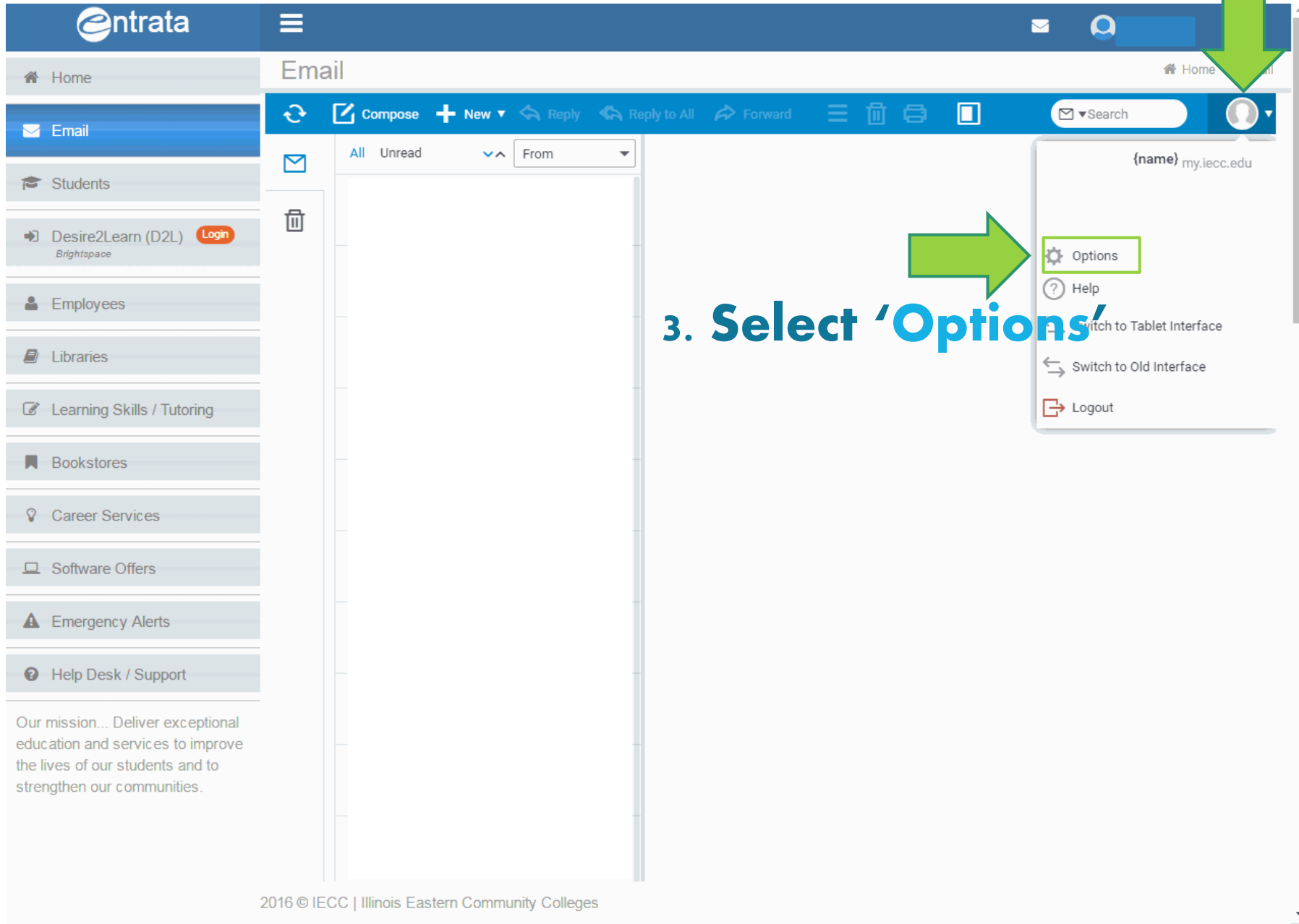


# How to forward an email on Entrata





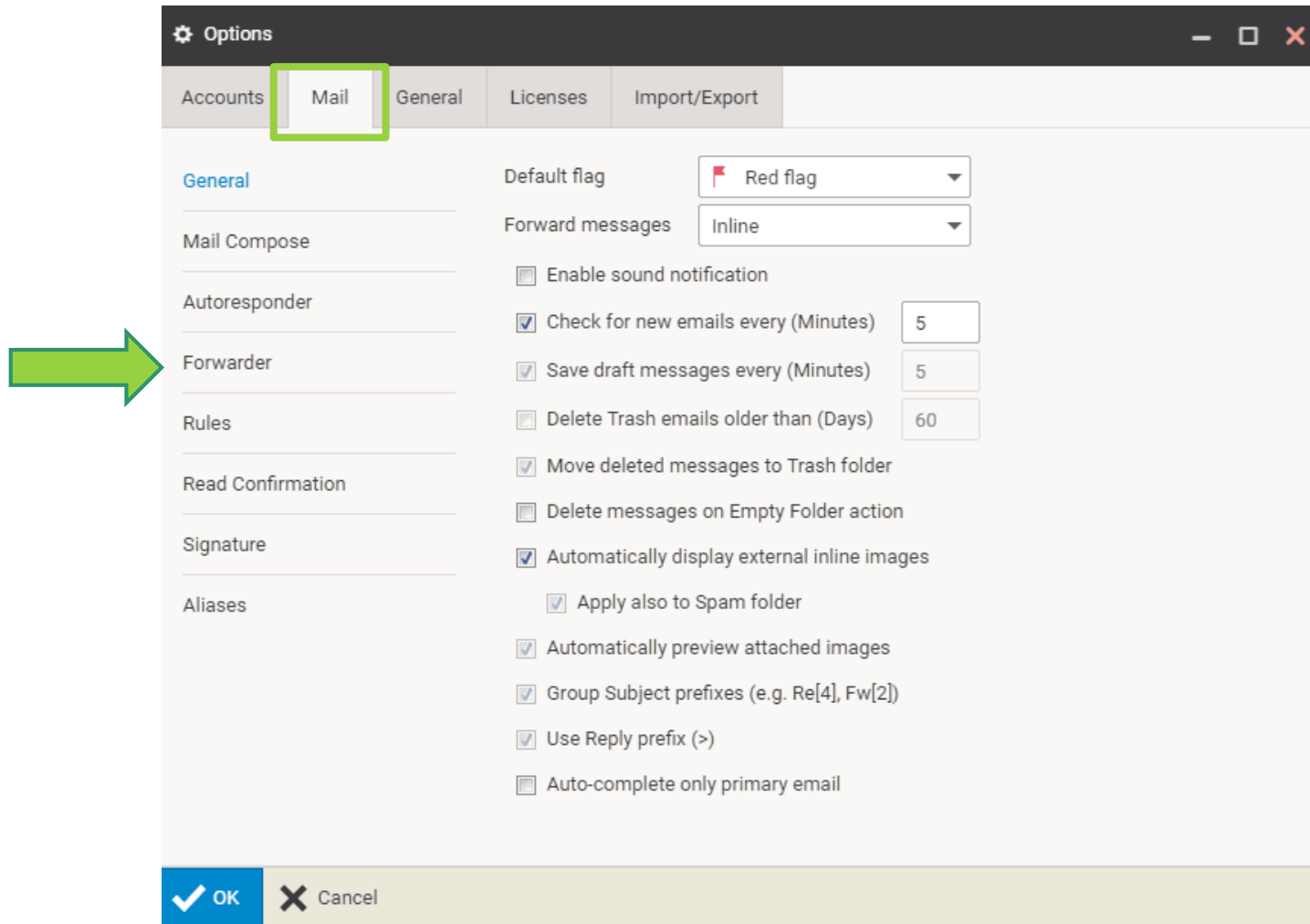
## 2. Click here



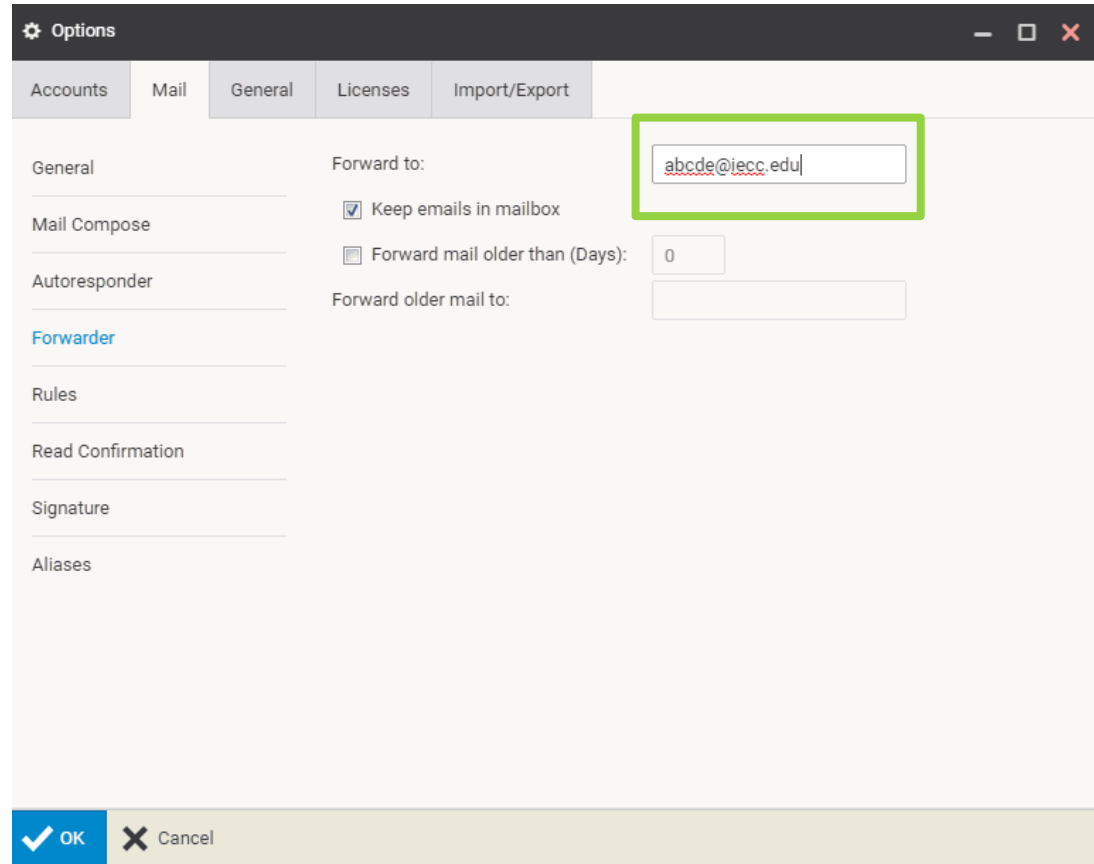
The screenshot displays the Entrata email interface. The top navigation bar includes the Entrata logo, a menu icon, and a user profile icon. The left sidebar contains navigation links for Home, Email, Students, Desire2Learn (D2L) with a Login button, Employees, Libraries, Learning Skills / Tutoring, Bookstores, Career Services, Software Offers, Emergency Alerts, and Help Desk / Support. The main content area shows an email list with columns for 'All', 'Unread', and 'From'. A dropdown menu is open over the user profile icon, listing 'Options', 'Help', 'Switch to Tablet Interface', 'Switch to Old Interface', and 'Logout'. A green arrow points to the 'Options' menu item.

### 3. Select 'Options'

## 4. Select the **Mail** tab at the top and choose **Forwarder**



5. Enter the email address that you wish to have Entrata email forwarded to in the in the **Forward To:** box.



**Don't forget to select 'Ok'**