

# Forwarding Your Purdue Email to Another Email Service

Once you have set up your Purdue Career Account and BoilerKey two factor authentication, you can go into your Purdue account settings at <https://www.purdue.edu/apps/account/Account> - your screen will look like this with your settings:

The screenshot shows the Purdue University Identity and Access Management (IAMO) account settings page. The page is titled "Purdue University Identity and Access Management" and includes a navigation menu with options like "About IAMO", "How Do I...", "Services", "Tools", and "SecurePurdue". The main content area is divided into several sections:

- Account Information:** Displays the user's login ID, account space, home directory locations, and password information.
- Your @purdue.edu E-mail:** Shows the user's email address and forwarding settings.
- Accounts List:** Lists systems the user can access, such as BoilerAD Domain Authentication, I2A2 Services, and Office 365.
- Your Windows Profiles (ITaP Labs):** Includes a "Reset your Software Remote Profile" button and a note about logging out before resetting.
- Your Account Tools:** A table listing various tools and their descriptions.

Tool	Description
Accounts List	Lists the computer systems to which you have access.
BoilerKey	Manage your BoilerKeys and BoilerKey services
Change Mailbox	Allows you to change your Purdue mailbox to store, forward, or reject.
Change Password	Allows you to change your Purdue Career Account password.
Emergency Contact Information	Update your emergency contact information.
Notification Choices	Update your account change notification choices.
Office 365 Status	Activate or coordinate your Office 365 account, and check its status.
Password Challenge Questions	Allows you to change your Purdue Career Account password challenge questions.
Reset Password	Reset your password (without knowing your current one) following BoilerKey Authentication
Update Cellphone Information	Update your cellphone information.

Under "Your Account Tools" click "Change Mailbox"

This close-up screenshot focuses on the "Your Account Tools" section. The "Change Mailbox" tool is highlighted with a yellow background. The table below shows the tool names and their descriptions:

Tool	Description
Accounts List	Lists the computer systems to which you have access.
BoilerKey	Manage your BoilerKeys and BoilerKey services
Change Mailbox	Allows you to change your Purdue mailbox to store, forward, or reject.
Change Password	Allows you to change your Purdue Career Account password.
Emergency Contact Information	Update your emergency contact information.
Notification Choices	Update your account change notification choices.

Please specify the email setting for [redacted]@purdue.edu:

**Purdue Office 365 Email (recommended)**

Email sent to [redacted]@purdue.edu is sent to you [redacted]@purdue.edu Office 365 email account. This service is the primary choice for most people. More details on your Office 365 account can be found on your [Office365Status](#) page.

**Forward [redacted]@purdue.edu email [redacted]@ju.edu (your current setting)**

Email sent to [redacted]@purdue.edu is forwarded to an email address of your choice. Note that [Purdue data handling guidelines](#) must be followed for all forwarded email.

**Disable [redacted]@purdue.edu email**

Email sent to [redacted]@purdue.edu is rejected back to the sender. This choice should only be used once you have left Purdue, as your Purdue email address is used for official university business.

Save Changes

Please see <http://www.itap.purdue.edu/email> for additional information about the available email services. Faculty and staff should consult with their departmental IT staff or tech coordinator before making changes.

Choose your account for forwarding and click "Save Changes." This will ensure you are receiving any Purdue emails to a frequently checked account.