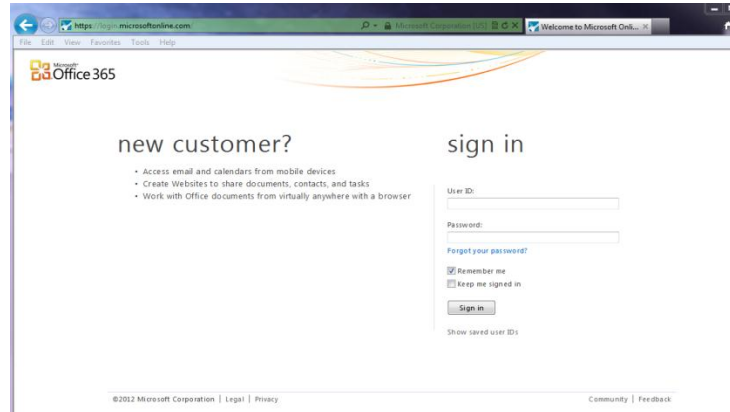


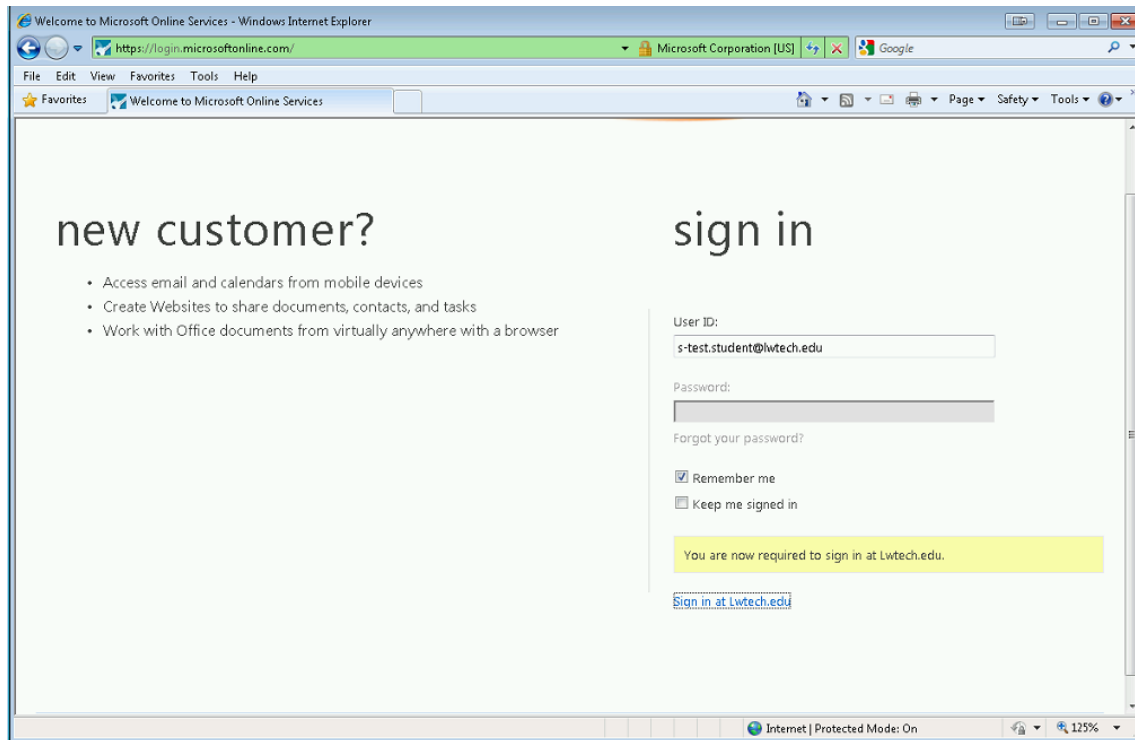
How Do I Log in to My Email

First step go to the following web address www.lwtech.edu/email



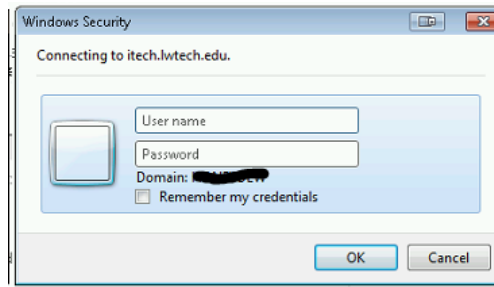
Next Enter you Student Email address .You can retrieve this from My.lwtech.edu (Account Center)

The required format us S-First.LatsName@lwtech.edu



At the bottom of this window please click the blue Sign in at Lwtech.edu

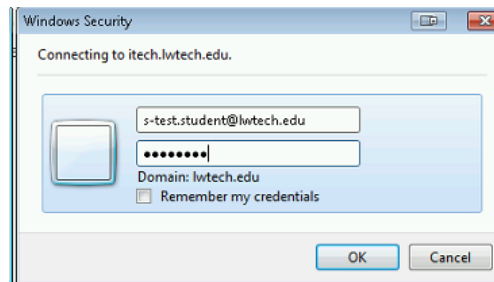
You will get a Credential window



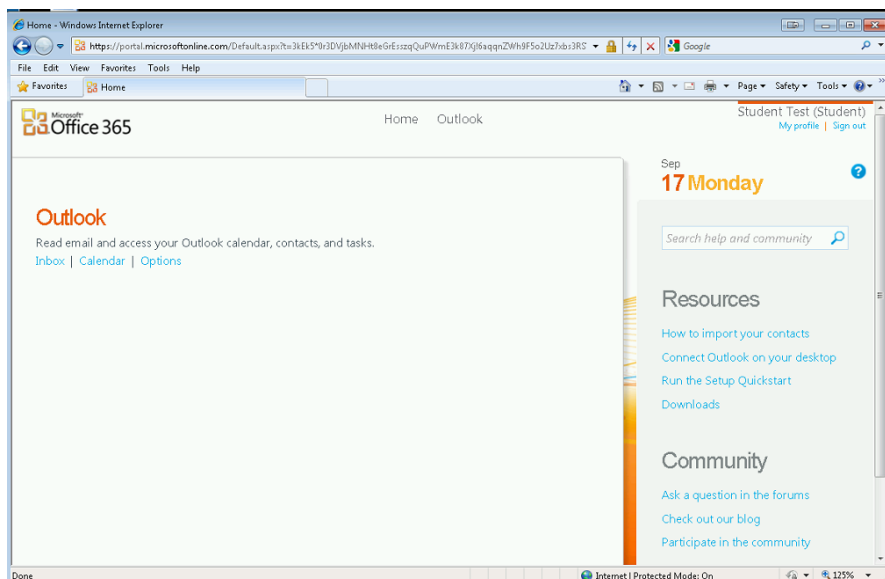
Re-Type your username S-First.LatsName@lwtech.edu

and your password

window should look like this

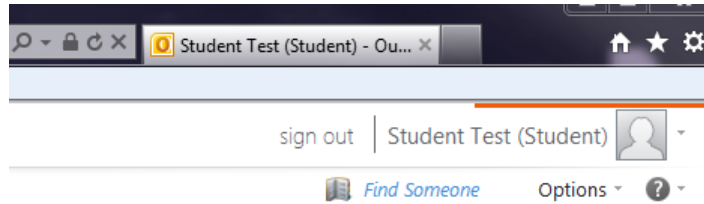


Welcome to your new mail box

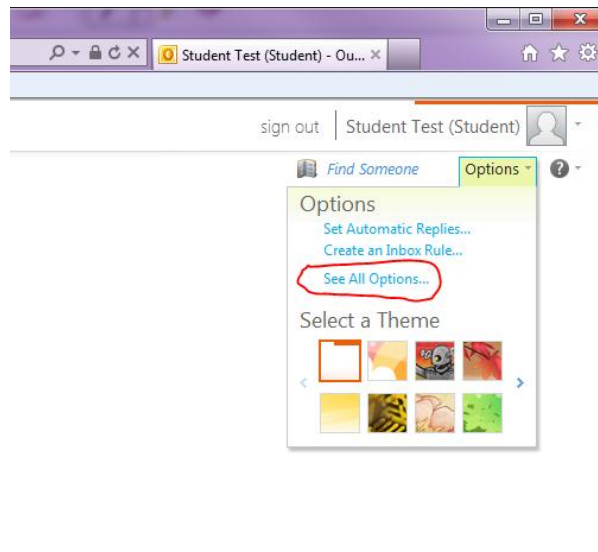


To forward your Student Email

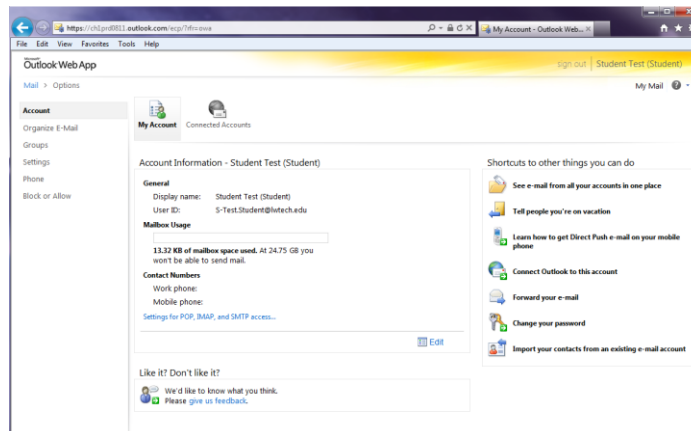
1. Open the outlook tab at the top of the page.
2. In the top right select options



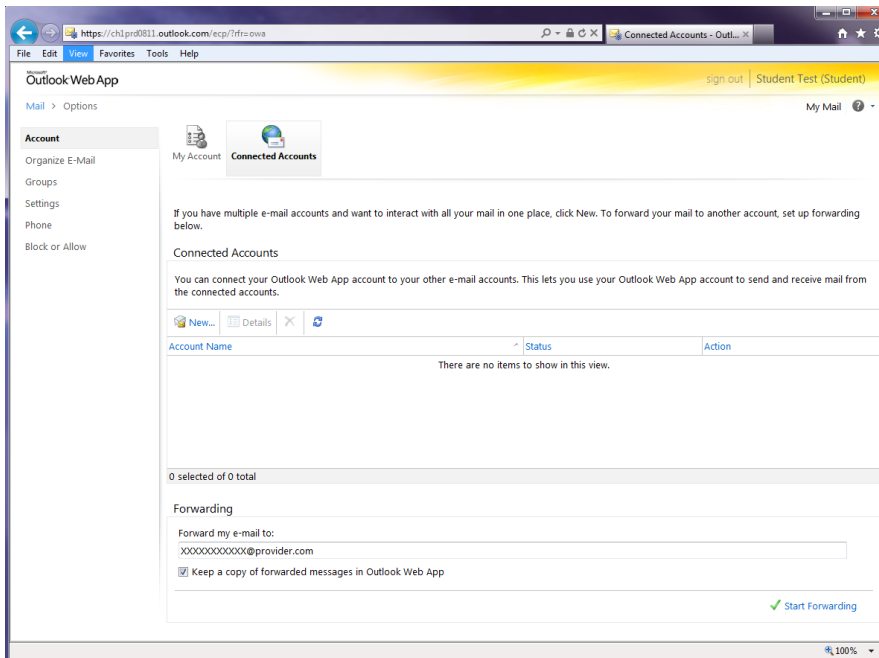
3. Select all options



4. Select Forward your E-mail



5. Enter the Address you want to forward to.



6. Click start forwarding.
7. Then at the top of the page select the log out option.