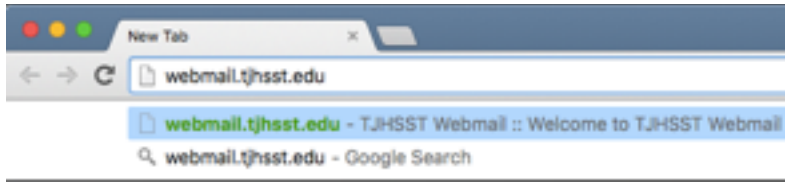
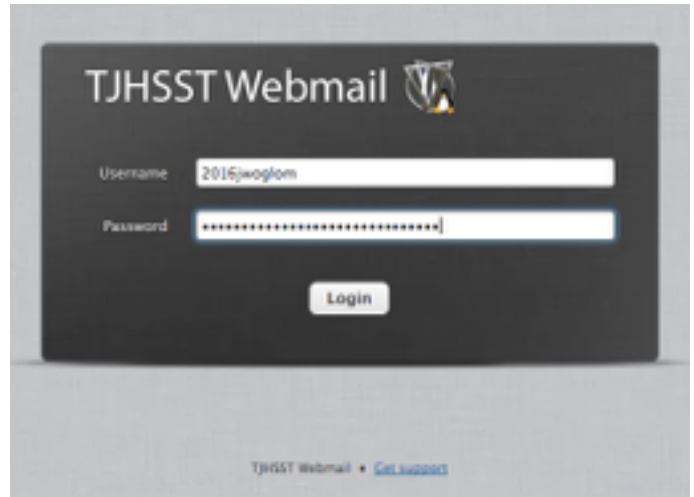


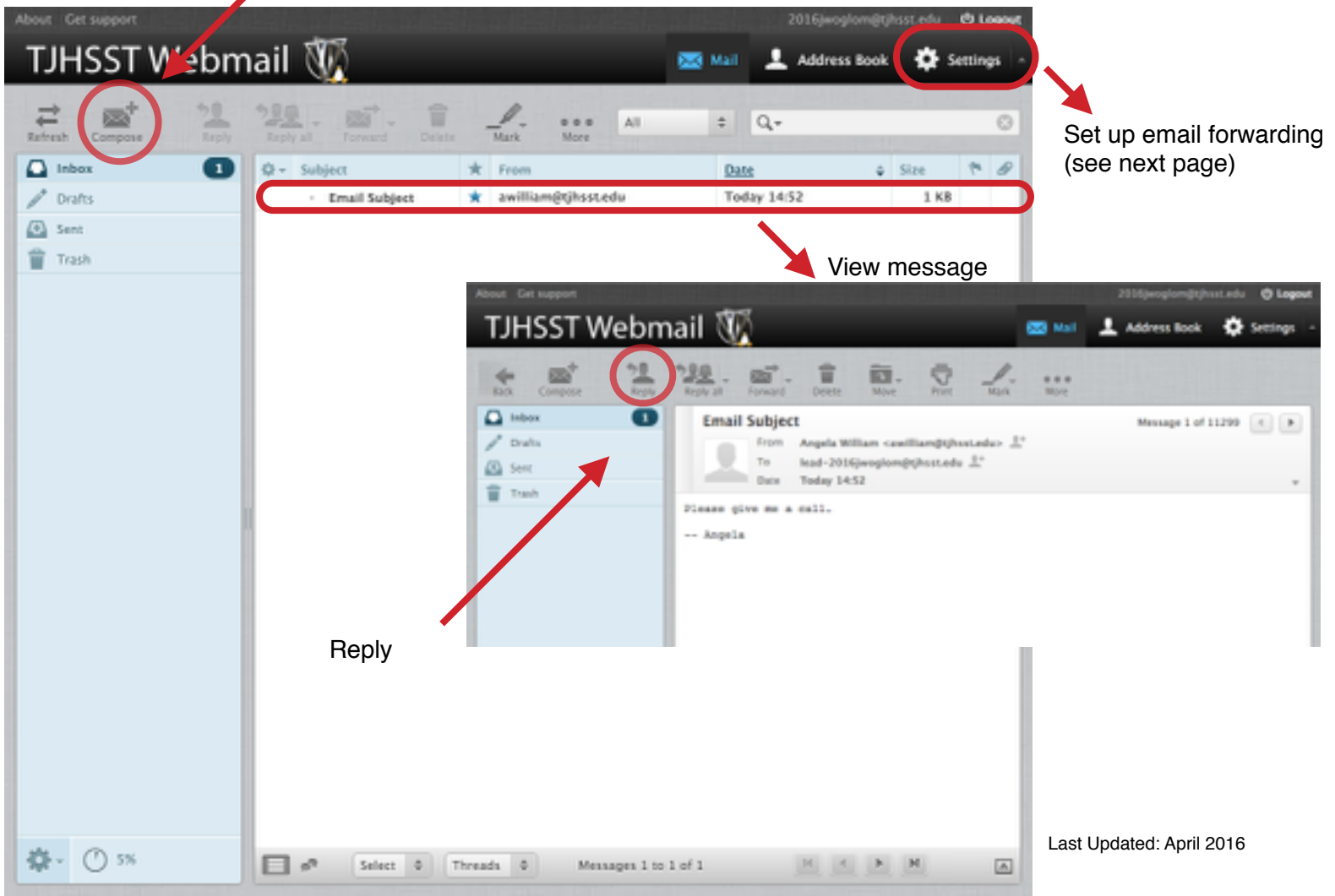
Using Your TJHSST Email Account



1. Access the Webmail interface to your TJ Email Account at <https://webmail.tjhsst.edu>



2. Log in with your TJ username and password. Your username is typically your graduation year followed by your first initial and 7 characters of your last name.

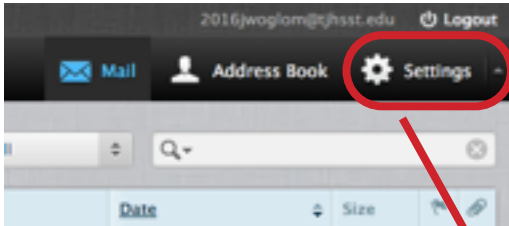


The main image shows the TJHSST Webmail interface with several red annotations and arrows:

- A red circle around the "Compose" button in the top toolbar, with an arrow pointing to the label "Compose".
- A red circle around the "Settings" gear icon in the top right, with an arrow pointing to the label "Set up email forwarding (see next page)".
- A red circle around the "Reply" button in the top toolbar, with an arrow pointing to the label "Reply".
- A red circle around the "Email Subject" row in the inbox list, with an arrow pointing to the label "View message".
- A red circle around the "Reply" button in the message view toolbar, with an arrow pointing to the label "Reply".

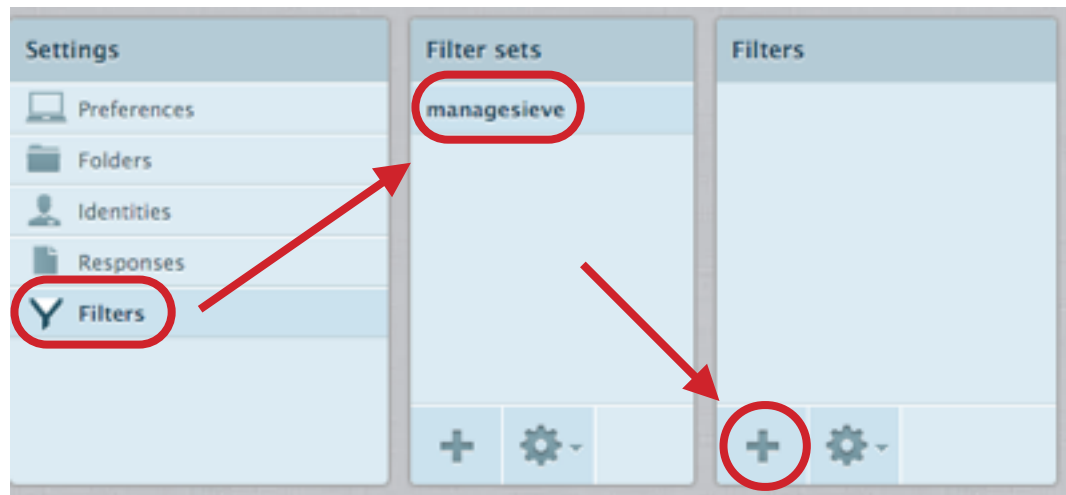
The interface includes a left sidebar with "Inbox", "Drafts", "Sent", and "Trash". The main area shows an email from "Angela William" with the subject "Email Subject". The email content reads: "Please give me a call. -- Angela".

Forwarding Your TJ Email To Another Address



1. Click “Settings” in the top right corner of the Webmail interface after logging in at <https://webmail.tjhsst.edu>

2. Select “Filters,” “managesieve,” and hit the Add button to create a filter.



3. Enter a name for the filter, select what you want it to match (e.g. all messages), and choose “send message copy” and the email address you wish to forward to.

4. Hit Save. Incoming messages which match the criteria you specified will now be forwarded to this address.

