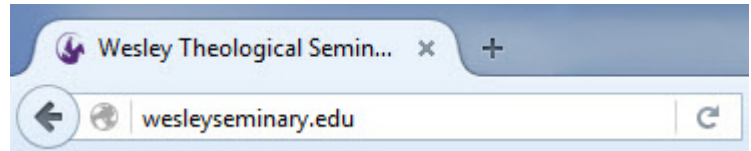
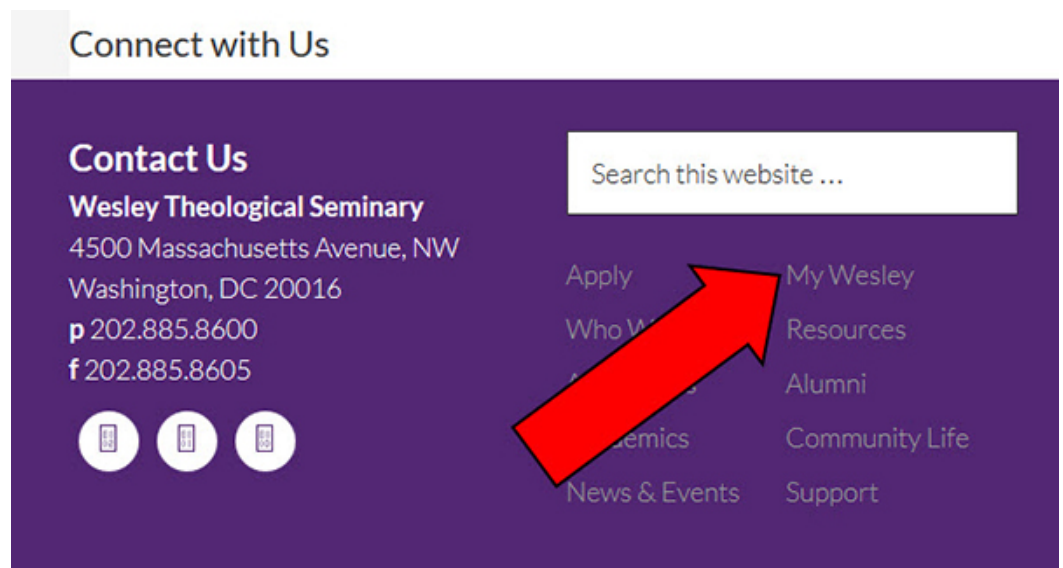


Forwarding Wesley Email

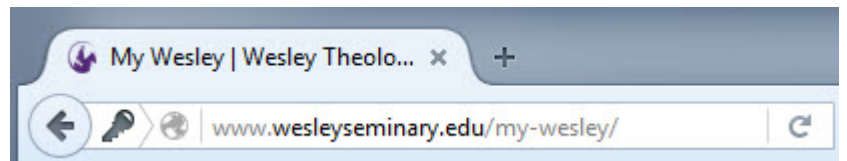
1. Open a web browser and Navigate to wesleyseminary.edu



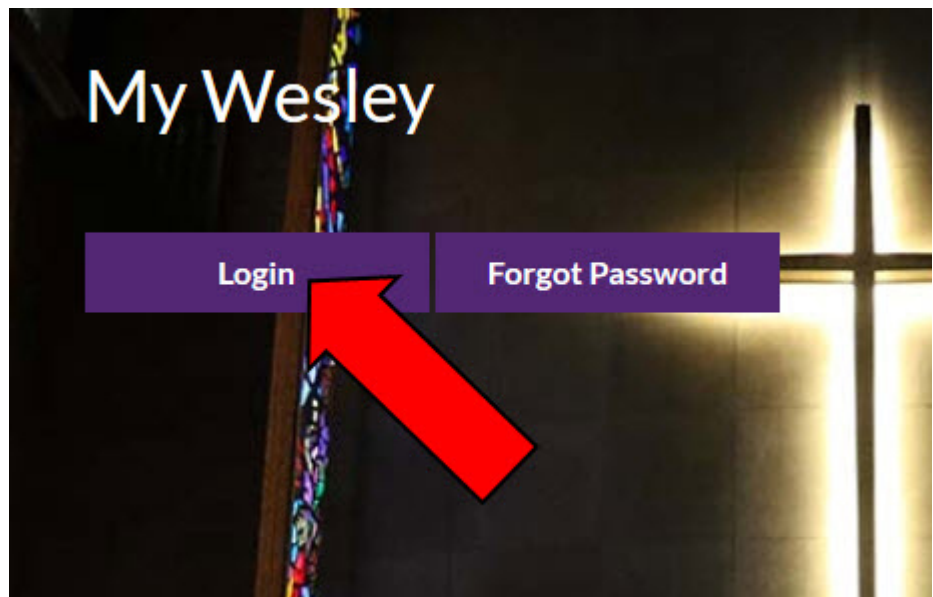
2. Scroll all the way down to the bottom of the screen, and click **MyWesley**



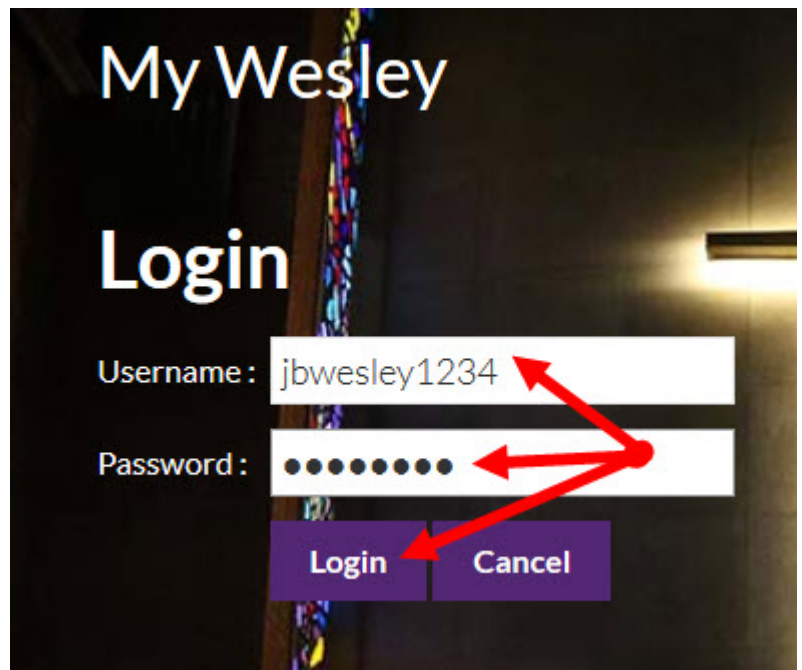
3. Book mark this page because you might use it frequently.



4. Click **Login**

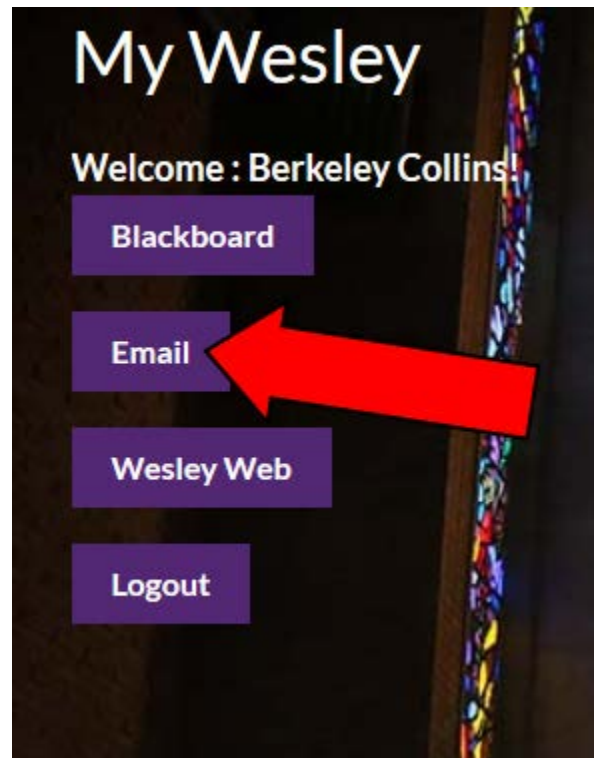


5. Enter your username and password,
and then click Login.

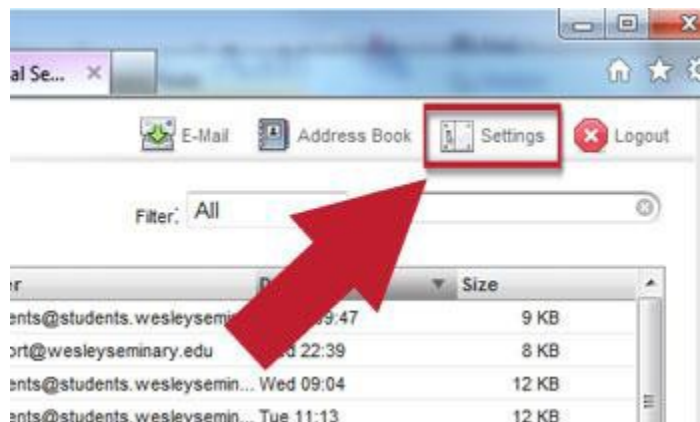


6. Click **Email**

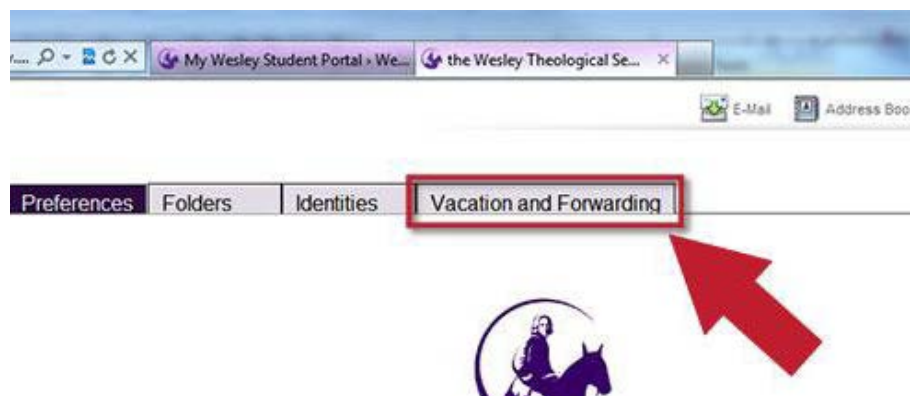
Note: At the welcome screen you may see messages about any issues with the system – but you can still use the page



7. Click **Settings** in the upper right corner.



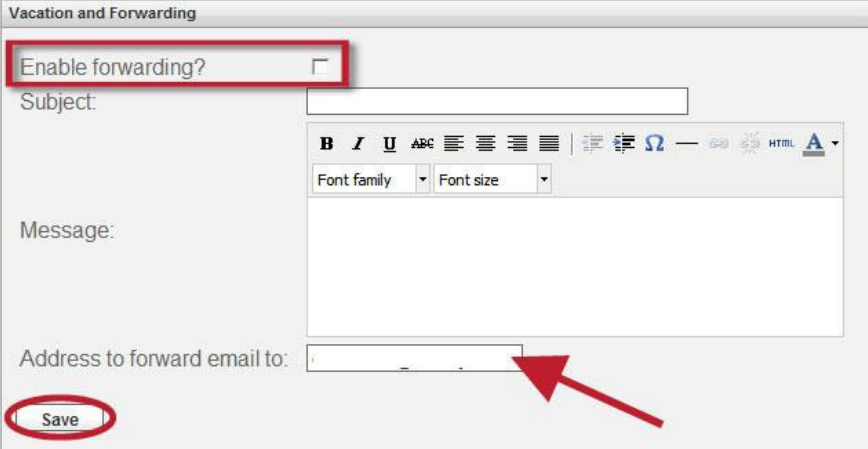
8. Click once on **Vacation and Forwarding**



9. Click the check box next to **Enable Forwarding** then type in your personal email address.

It is not mandatory for forwarding, but if you will be unavailable and would like to have a response message sent letting people know of your absence you can specify that here by typing the outgoing message information into **Subject** and **Message**.

Once you have everything in place, click **Save**



Vacation and Forwarding

Enable forwarding?

Subject:

Message:

Address to forward email to:

Save

If you have any questions or problems please contact Solutionworx at support@solutionworx.com
