

1. Create an account on the Alumni Directory or Login to your account at alumni.oxy.edu
2. Click on **Alumni Login** on the right side



3. Click on **My Profile**



4. Scroll down and choose **Edit Email Information**



5. Enter the email address you want to forward to under **Preferred Email**. Re-enter to Confirm.
6. Select **Alumni Forwarding Alias** from one of the **Email Code** drop down lists
7. Enter your oxy email address in the corresponding **Email Address** field

8. Scroll down and check the **Use Email Forwarding?** box
9. Click **Save**.

Alumni » Oxy Alumni

Email Information

EMAIL INFORMATION

Preferred Email: Show

Email
 *

Re-Enter to Confirm Email
 *

Email Code 1: Hide
 ▼

Email Address 1: Hide

Use email forwarding?: Hide