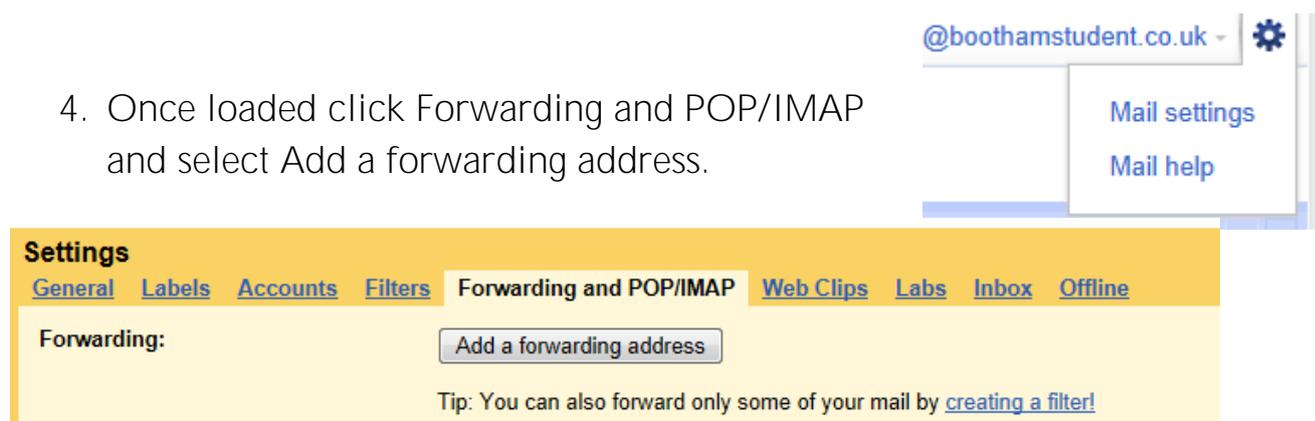


## How to set up student email forwarding.

To set your boothamstudent email address to automatically forward to another email address follow these steps:

1. Login to [portal.boothamschool.com](http://portal.boothamschool.com) using your school username and password.
2. Click on the student portal button.
3. Click on Student Emails and your inbox will load.

4. Once loaded click Forwarding and POP/IMAP and select Add a forwarding address.



Once you have entered your other email address boothamstudent.co.uk will send an email to the new address to confirm you have permission to use it. To accept simply click on the link.

If you use your Facebook email then your school emails will appear as messages from inside Facebook.

If you need any assistance see James Ratcliffe or email [james.ratcliffe@boothamschool.com](mailto:james.ratcliffe@boothamschool.com)