

# Alumnae/i: Email Forwarding

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This article provides instructions and supplemental information for forwarding your College email address after graduating.

## See also:

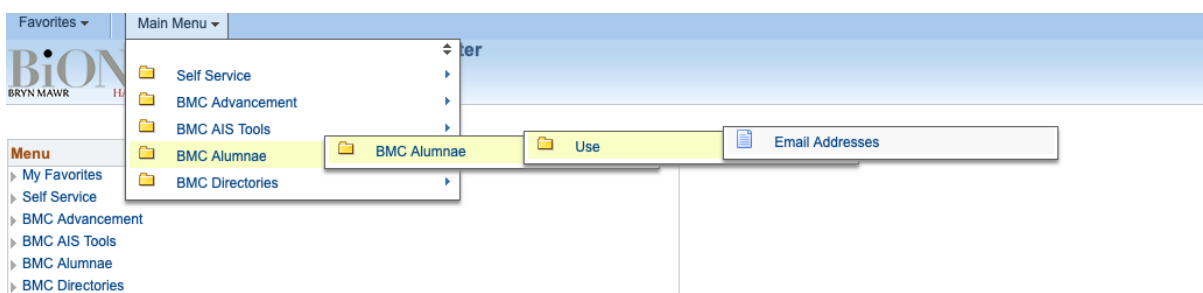
- [Microsoft 365: Export Emails](#)

## Working at the College?

## Forward your email

This option will become available **30 days before** your graduation date.

1. Open **Google Chrome**
2. Navigate to [virtual.brynmawr.edu](https://virtual.brynmawr.edu)
3. If prompted, login with your **College email** and **password**
4. Select **BMC Alumnae > Use > Email Addresses**



5. In the **Forward** field, enter your **personal email address**
6. Emails will begin to forward **within 24hrs**

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

**Phone:** [610-526-7440](tel:610-526-7440) | [Library and Help Desk hours](#)

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor

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