

How to Forward HAWKMail

Important: All HACC-generated emails are sent to the student's **HAWKMail** account. HACC is not responsible for emails forwarded from **HAWKMail** to another email account.

HACC uses your HAWKMail to communicate important information and reminders. Please check it often!

1. Login to HAWKMail email.

- Go to <https://my.hacc.edu>
- Click the button Click here to Login
- Enter your **Username**: Your username is the letters and number before the @ symbol in your HAWKMail address. For example: jad1234@hawkmail.hacc.edu email address is the username jad1234
- Enter your **password**
- Click **Login**

Enter your Username and Password

jad1234

.....

Warn me before logging into other sites


LOGIN clear

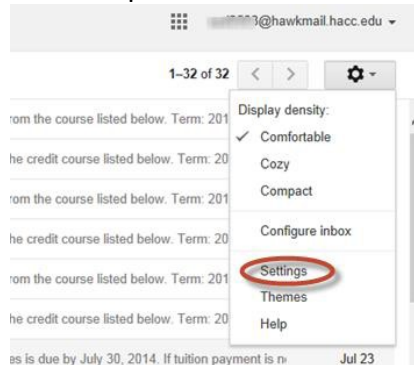
Forgot Password? | What's my login?
Register for the Forgot Password Portal.
Set/ Update my Security Questions.

- Once in myHACC click the HAWKMail button.



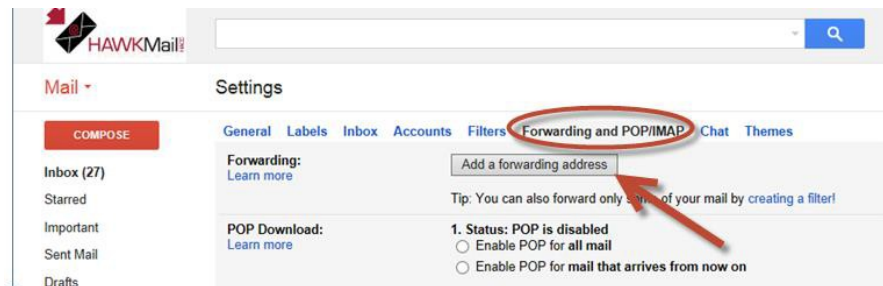
2. Open the Mail Settings

- Click on the Settings (Gear) Icon  on the top right of the browser window.
- Choose Settings from the drop-down menu.

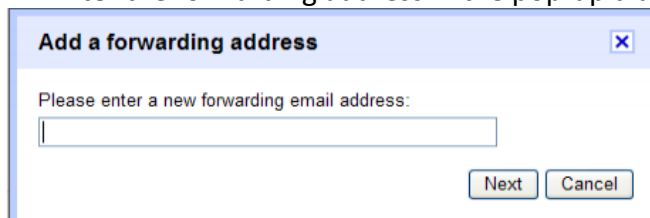


3. Set up the forwarding email address.

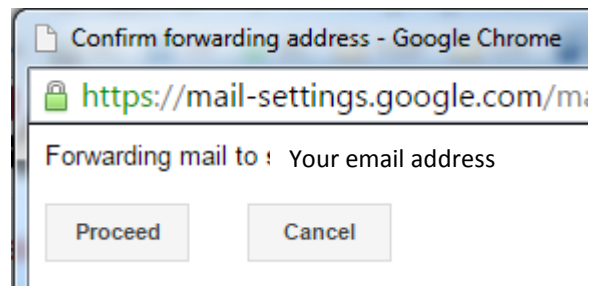
- Click on the Forwarding and POP/IMAP menu item.
- Click on the Add a Forwarding Address button.



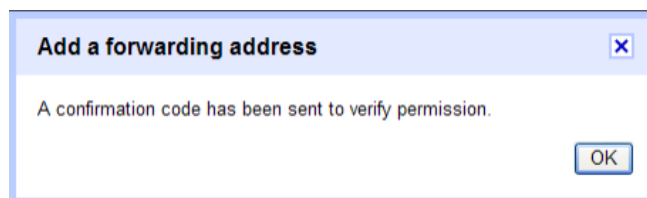
- Enter the forwarding address in the pop-up dialog box, and click Next.



- Click Proceed



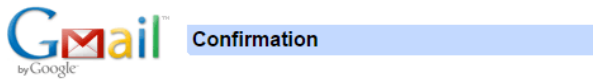
- For your security, a verification email will be sent to the forwarding email address.



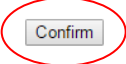
4. Verify you email account.

- Open your forwarding email account in another window.
- Locate and open the confirmation email from *HACC, Central Pennsylvania's Community College Team*.

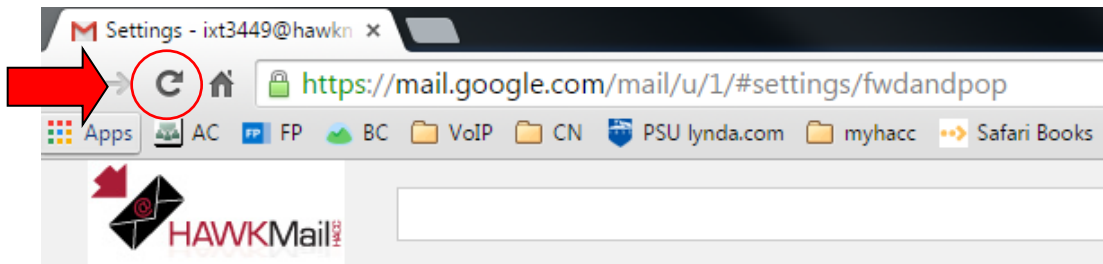
- Click the verification link in the email. If the link is broken, copy and paste the URL into the address bar in a new browser window.
- At the confirmation message click Confirm



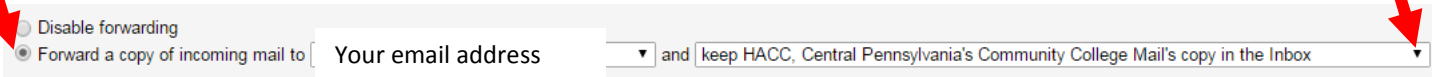
Please confirm forwarding mail of ixt3449@hawkmail.hacc.edu to



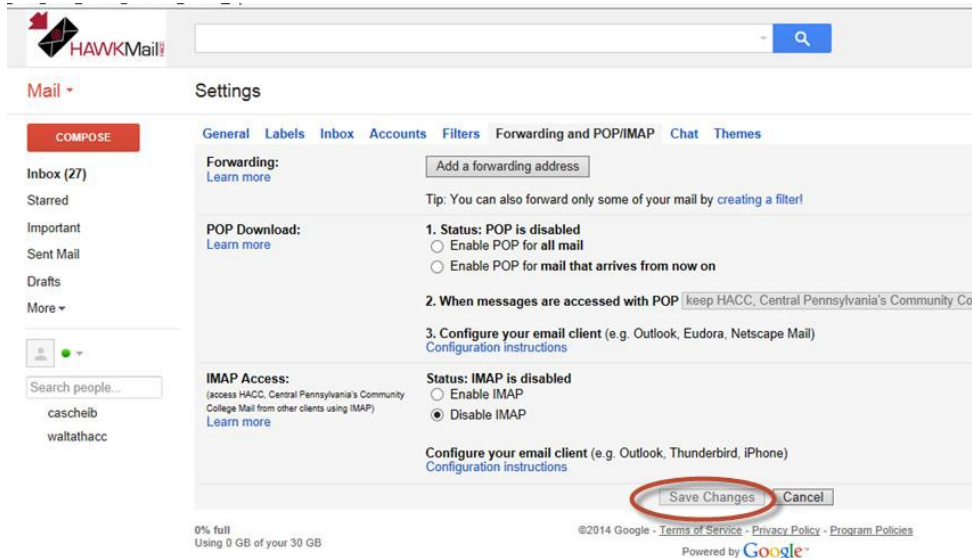
- Return to your HAWKMail browser window, click the **Refresh button**.



- In the Forwarding section select Forward a copy of incoming mail to your email address and select an option for how the email is to be handled in the HAWKMail account.



- Click on the **Save Changes** button at the bottom.



Help and Support: Contact HACC's IT Support Center at 717 780-2570 (Monday-Thursday 8:00am to 8:00pm and Fridays 8:00am to 5:00pm) or email supportcenter@hacc.edu or go to <https://mail.google.com/support/>.