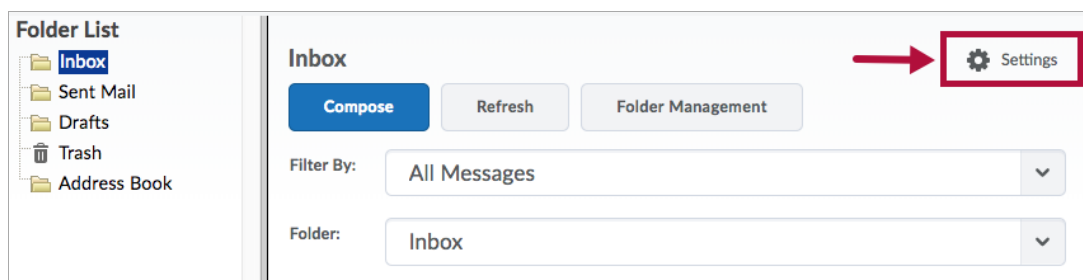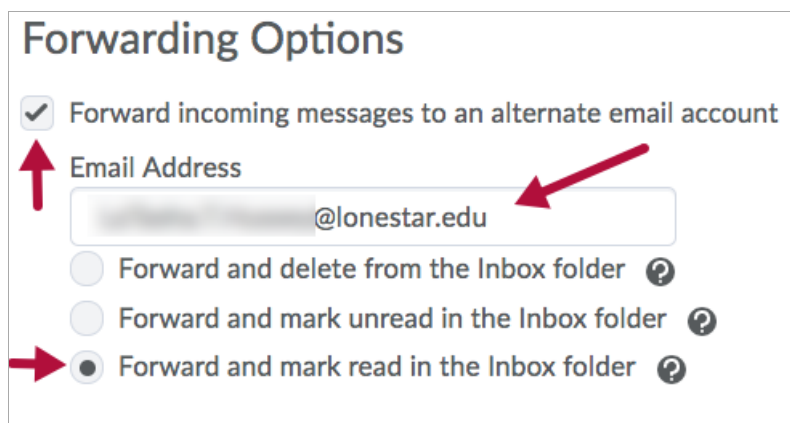# Forward D2L Email to LSC Email Account

Last Modified on 08/15/2023 11:25 am CDT

1. Click the **[Collaboration]** menu in the navbar and choose **[Email]**.

2. Click **[Settings]**.

3. Scroll to the bottom of the window to the **Forwarding Options** section.

4. Click the **[Forward incoming messages to an alternate email account]** checkbox.

5. In the email address box type your **lonestar.edu** email account address (if it does not already default to your lonestar.edu email).

> **NOTE:** It's *strongly recommended* to have **[Forward and mark read in the Inbox folder]** selected here.

6. Click **[Save].**