

**ROUTING UT EMAIL TO ANOTHER EMAIL  
ACCOUNT - INSTRUCTIONS FOR STUDENTS**

# Online@UT

**FOR INSTRUCTORS AND STUDENTS:**

Your Online@UT e-mail account uses your UT e-mail account. To forward this e-mail to your primary e-mail, follow the steps below. You may set your mail to route from the OIT Account Management page. This process will have to be repeated if you change email addresses in the future.

1. Open browser, Internet Explorer or Netscape, and type in the URL address: <http://accounts.utk.edu/uact>
2. Go to **Manage Your Email Account** and log in with Net ID and Password.
3. Choose **Forwarding** from the bottom row of options.
4. Enter the forwarding information and check your spelling carefully.
5. Click on **Enable mail forwarding?**, and click on **Apply**.
6. Click on **Apply**.
7. If the new address is correct on the confirming page, click **Continue**.
8. Click **Logoff**.