UTHealth Alumni Email Account

Email Forwarding Instructions

The following provides instructions on how to set up email forwarding to additional email accounts you may have.

After logging into your UTHealth Alum account, please follow the below steps:

1. Click on ⚙ (found at upper right hand corner of web page), and select "Settings".
2. The below screen will pop up with several different options. Select "Forwarding and POP/IMAP".

3. Under *Forwarding*, click the "Add a forwarding address" button.
4. Enter the email address for messages to automatically be sent to.
5. In addition, you are able to designate how you would like your UTHealth email account to handle messages. Use the drop down arrow to select one of four options with POP:
    a. Keep UT Health Science Center at Houston (UTHealth) Mail's copy in the inbox
    b. Mark UT Health Science Center at Houston (UTHealth) Mail's copy as read (message will remain in in-box)
    c. Archive UT Health Science Center at Houston (UTHealth) Mail's copy. Archive will remove email from in-box, and place in "All Mail". Click on "More labels" to see "All Mail".
    d. Delete UT Health Science Center at Houston (UTHealth) Mail's copy (deletes permanently from UTHealth account)
6. Click on "Save Changes".

If you have any questions or concerns, please contact customer.support@alumni.uth.edu.