



helpdesk@mail.widener.edu

How To's

Forwarding email- CampusCruiser

To forward your email out of CampusCruiser follow these steps:

Log into CampusCruiser.

- Click on **Email** in *Personal Tools* box on left.
- In the *Tools* box choose **Filters**.
- Click on the **Forwarding Filter** Tab.
- In the Forward E-mail to: box type the **email address**.
For example: sobuczala@widener.edu
- Click **Save**.
- Logout of CampusCruiser.