## How to set up Mail Forwarding

# 1.Log into Buzzport.

## 2. Select Oscar.

IIN		2	2
B&N Adoption	Banner App.	Canvas	Degree Works
Insights Platform	Nav./Admin. Pages		
	Ltd	-	<u> </u>
GT Reports	LITE	Office 365	OSCAR
		(Email)	
salenfurce	<b>\$</b>		
Salesforce	TechWorks		
Advisor Link			

### 3. Select Personal Information

Personal Information
View and update your biographical and demographic information.

#### 4. Select + Add New in the address field.

								+ Add New
	(i) There	(i) There are no addresses available for you to view.						
						_		
					×			
	Valid From		Valid Until					
~	MM/dd/yyyy		MM/dd/yyyy			a		
	Address Line 2		Address Line 3			18		
	Enter Address Line 2		Enter Address Line 3					
	City		State/Province					
	Enter City		Select State	~				
	Zip/Postal Code		Country					
~	Enter Zip Code		Select Country	~				
	~	Valid From Valid From MM/dd/yyyy Address Line 2 Enter Address Line 2 City Enter City Zip/Postal Code	Valid From         ✓       MM/dd/yyyy         ▲       Address Line 2         Enter Address Line 2       City         Enter City       Enter City         Zip/Postal Code       ✓	Valid From       Valid Until         MM/dd/yyyy       Image: Compare the second s	Valid From       Valid Until         MM/dd/yyyy       MM/dd/yyyy         Address Line 2       Address Line 3         Enter Address Line 2       Enter Address Line 3         City       State/Province         Enter City       Select State         Zip/Postal Code       Country	Valid From Valid Until MM/rdd/yyyy Address Line 2 Address Line 3 Enter Address Line 3 City State/Province Enter City Select State Zip/Postal Code Country Select Fountry Select Fountry Select Fountry Select Fountry	There are no addresses available for you to view.            Valid From         Valid Until           MM/dd/yyyy         MM/dd/yyyy           Address Line 2         Address Line 3           Enter Address Line 2         Enter Address Line 3           City         State/Province           Enter City         Select State           Zip/Postal Code         Country	Valid From Valid Until MM/dd/yyyy Address Line 2 Address Line 3 Enter Address Line 3 City State/Province Enter City Select State Zip/Postal Code Country Select Fountry Select F

5. Under the Type of Address dropdown, select forwarding, then enter your forwarding address.

6. The Valid From date must be the current date. The Valid Until date must not exceed one semester.