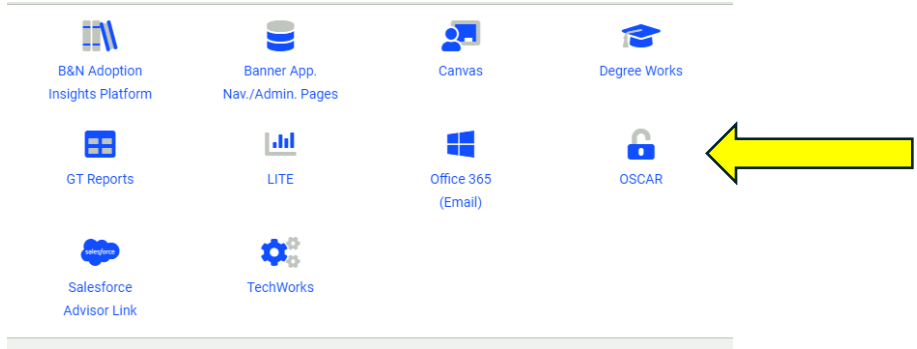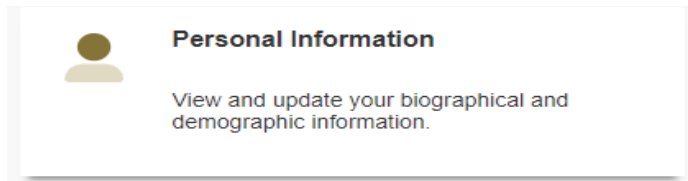**How to set up Mail Forwarding**

1.Log into Buzzport.
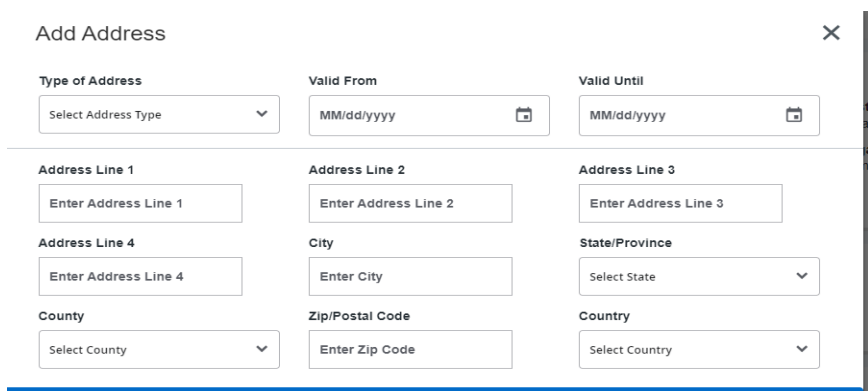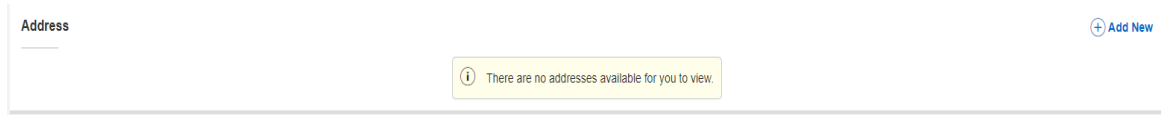
2. Select Oscar.

3. Select Personal Information

4. Select + Add New in the address field.

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.