Forwarding email to an off-site address

The Loyola Law School email system allows you to forward your LLS mail to an off-site address. However, be aware that replies to forwarded email will come from the address they are forwarded to, not the LLS address. This may cause confusion to recipients getting replies from a different address than where they sent their original message to.

You may use the web based email access to quickly set up mail forwarding.

- Visit http://mail.lls.edu.
- Enter your email login and password and click “Login”.

Click “Options” from the menu bar:

Click “Settings” from the side navigation menu:

In the box labeled “Mail Forwarding”, enter the complete address to which you want your mail forwarded. Enter one address per line. Be sure to properly spell each address.