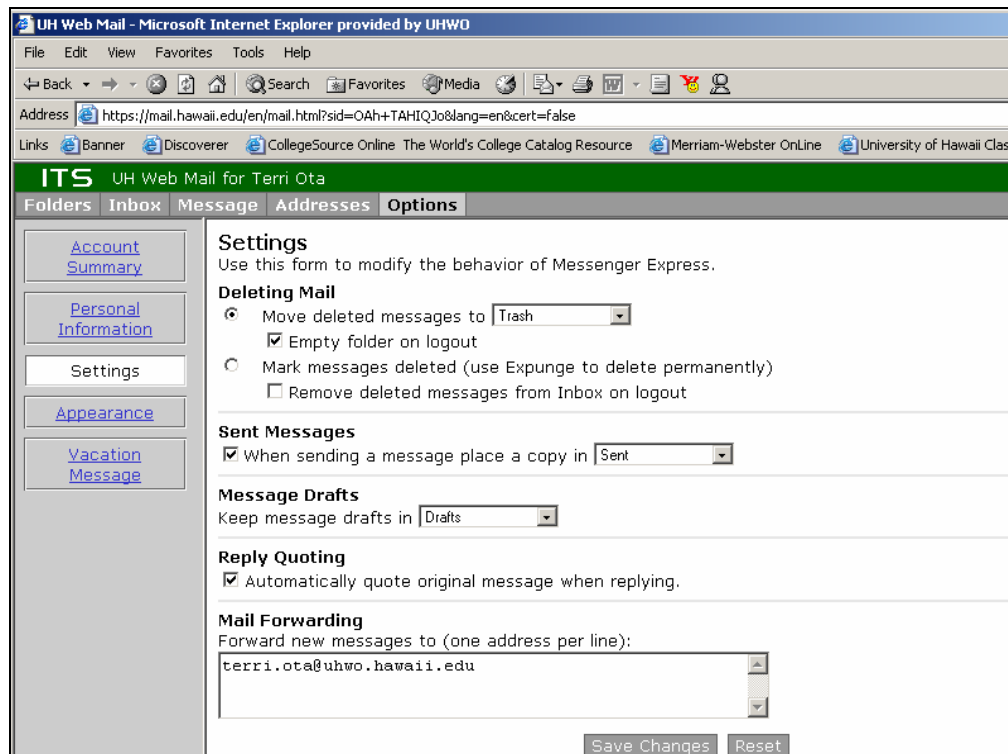


MyUH PORTAL: Email

In its continuing effort to improve services for the University community, the University of Hawai`i has launched the MyUH Portal for all students, faculty and staff. The login process is simple (go to <http://myuhportal.hawaii.edu> or your campus home page, and use your UH username and password). Through a single door, the MyUH Portal conveniently offers an array of essential services, including access to email, web registration and other academic services, and important announcements regarding classes and grades. You will want to visit this site often.

Please note that your username followed by "hawaii.edu" (e.g., johndoe@hawaii.edu) is your University of Hawai`i email address. ***Important information from the University administration or faculty will be sent to this email address;*** therefore, you should check this account on a regular basis, either through the portal or directly through UH web mail (<https://mail.hawaii.edu>) If you prefer to receive email through a non-University account that you already have, you may forward mail from hawaii.edu. (See below for instructions.)

For more information about the Portal Project and the Student Tutorial, go to:
<http://www.hawaii.edu/myuh>



If you would like to forward your hawaii.edu email to an account you check more frequently, instructions to forward email follow:

1. Go to <https://mail.hawaii.edu>
2. In the "Username" box, type your UH Username.
3. Type your password in the Password box and click the Login button.
4. Click on the Options button.
5. On the left side, click on the Settings link.
6. On the right side, in the "Mail Forwarding" box, type the email address where you want your hawaii.edu email forwarded. Be sure to type this address correctly.
7. Click the Save Changes button.
8. In about 20 minutes, the change will take effect, and all email sent to your hawaii.edu address will be forwarded to the email address you typed in step 5.