

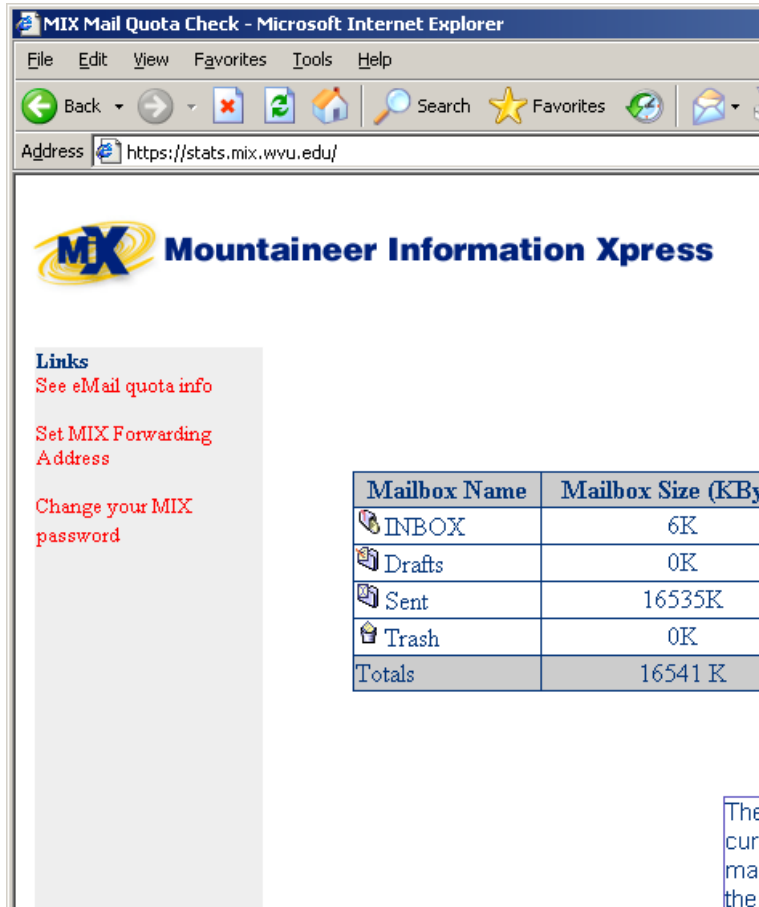
MiX Forwarding Instructions

1. Launch your web browser and go to <https://stats.mix.wvu.edu>.
2. When prompted, enter your MIX Username only and password; do not put @.



A dialog box titled "Connect to stats.mix.wvu.edu" with a key icon. It contains a "MIX Username and Password" section with a "User name:" dropdown menu, a "Password:" text input field, and a checkbox labeled "Remember my password". At the bottom are "OK" and "Cancel" buttons.

3. On the MIX Mail Quota Check page, click on "Set MIX Forwarding Address" on the left-hand side.



A screenshot of a Microsoft Internet Explorer browser window showing the "MIX Mail Quota Check" page. The address bar shows "https://stats.mix.wvu.edu/". The page features the "MIX Mountaineer Information Xpress" logo. On the left, there are links: "See eMail quota info", "Set MIX Forwarding Address", and "Change your MIX password". In the center, a table displays mailbox sizes. On the right, there is a partially visible link: "The curr mai the".

Mailbox Name	Mailbox Size (KBy)
INBOX	6K
Drafts	0K
Sent	16535K
Trash	0K
Totals	16541 K

- In the eMail forwarding box in the lower right corner of the page, enter your new WVUP E-Mail address. **Example: username@wvup.edu.**

Links
[See eMail quota info](#)
[Set MIX Forwarding Address](#)
[Change your MIX password](#)

Set MIX Forwarding Address

eMail Settings		Login Information	
Attribute	Value	Attribute	Value
eMail Address	████████@mix.wvu.edu	Account Status	enabled
Default Account	WVUMIX	Ever Logged In?	true
Default Address	████████@mix.wvu.edu	Last Login	2009-03-04 14:07:34.0921Z
eMail Delivery Option	mailbox	Last Failed Login	2007-05-02 12:34:35.0186Z
eMail Host	blue.wvu.edu	Days Since Last Login	7
eMail Quota	0 KBytes	Password Last Changed on	2006-08-15 23:07:15.0938Z

eMail Forwarding
(forward this persons MIX email to this address, or remove to stop forwarding)
 Mail Can only be forwarded to @mail.wvu.edu, @hsc.wvu.edu, @rcbhsc.wvu.edu, and @wvup.edu

- Click on "Set Forwarding Address."
- Now all mail sent to your MIX account will be forwarded to your new WVUP E-Mail address.

WARNING: All MIX E-Mail will be deleted May 31, 2009. You must manually forward any old MIX E-Mail messages that you wish to retain to your new account.