

E-mail Forwarding

E-MAIL NOTIFICATION FOR LIBRARY SERVICES:

Faculty, staff, and students will now receive library notices via email. Current state law does not allow the libraries to send fine notices via email. To sign up for this service, you must set up e-mail forwarding with WSU Information Technology. This is a one-time procedure. After that, the WSU email address is loaded into the GRIFFIN patron system. The notices are mailed to your WSU e-mail address and forwarded to the address you designated. To set up email forwarding, visit the myWSU website. (<https://my.wsu.edu/>) You will need to use your network ID.

What is e-mail forwarding?

E-mail forwarding is a service that allows you to establish a networkID@wsu.edu address to be used as your published e-mail address and then delivers e-mail addressed to networkID@wsu.edu to the e-mail account or inbox that you have specified. This allows you to change the place where you actually receive e-mail without having to notify your correspondents of a change in your e-mail address. You can change your e-mail account from one service provider to another, forward e-mail to your summer location, etc., while your published address remains the same. Your networkID@wsu.edu will also be included in the WSU Online Phonebook www.wsu.edu/lphonebook

How do I establish e-mail forwarding?

You need to have a WSU Network-ID and an established e-mail account in order to use e-mail forwarding.

From within myWSU, select my Profile and follow the link under WSU Email Address or go directly to registeremail.wsu.edu.

How is my e-mail address published in the online phonebook?

After you have setup E-mail Forwarding your e-mail address will be listed in the WSU online phonebook as networkID@wsu.edu. Your e-mail address will be added to the online phonebook overnight. Note that all non-temporary WSU faculty and staff are automatically listed in the phonebook. WSU students are listed unless they have restricted release of their directory information.