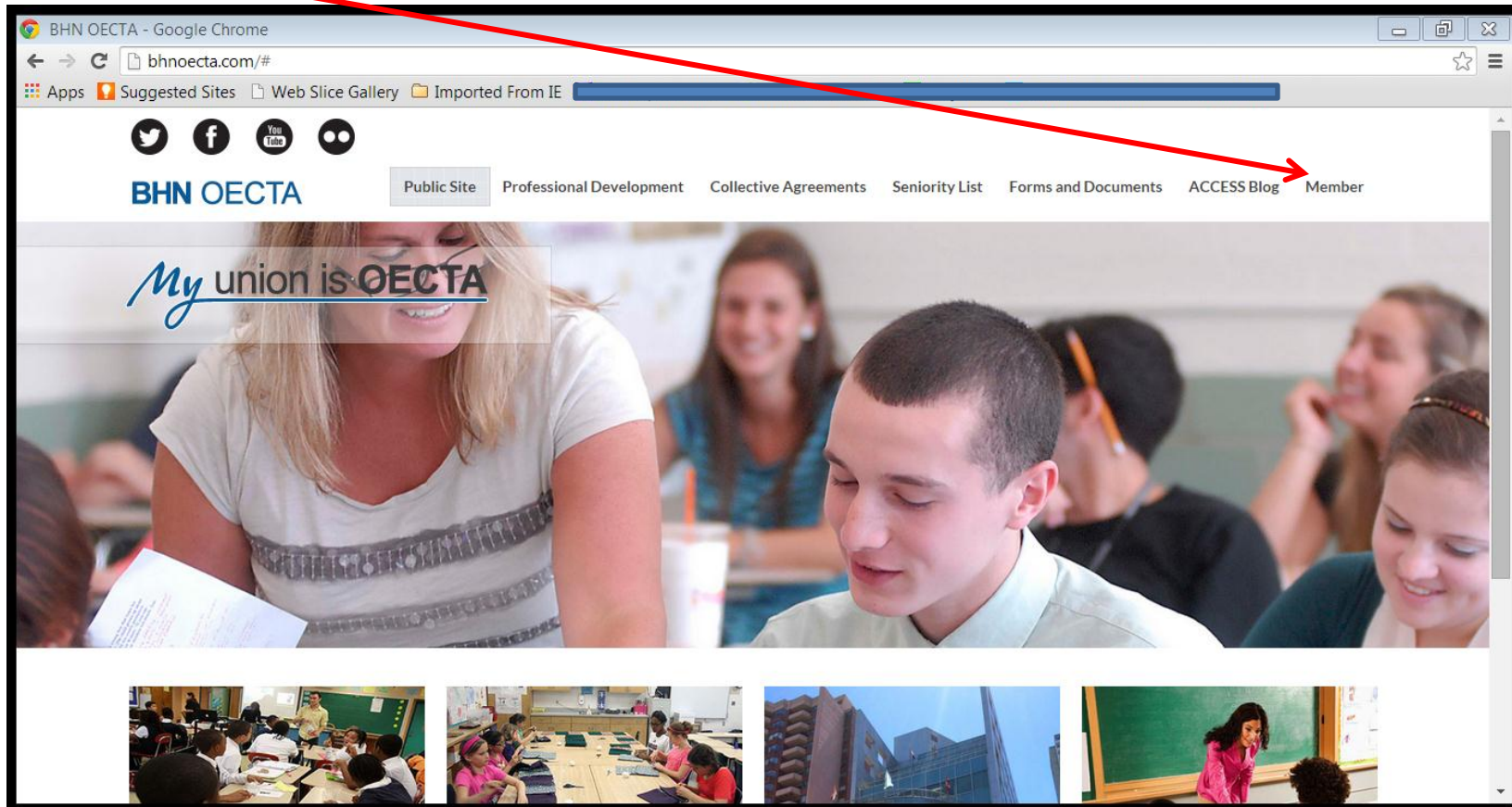
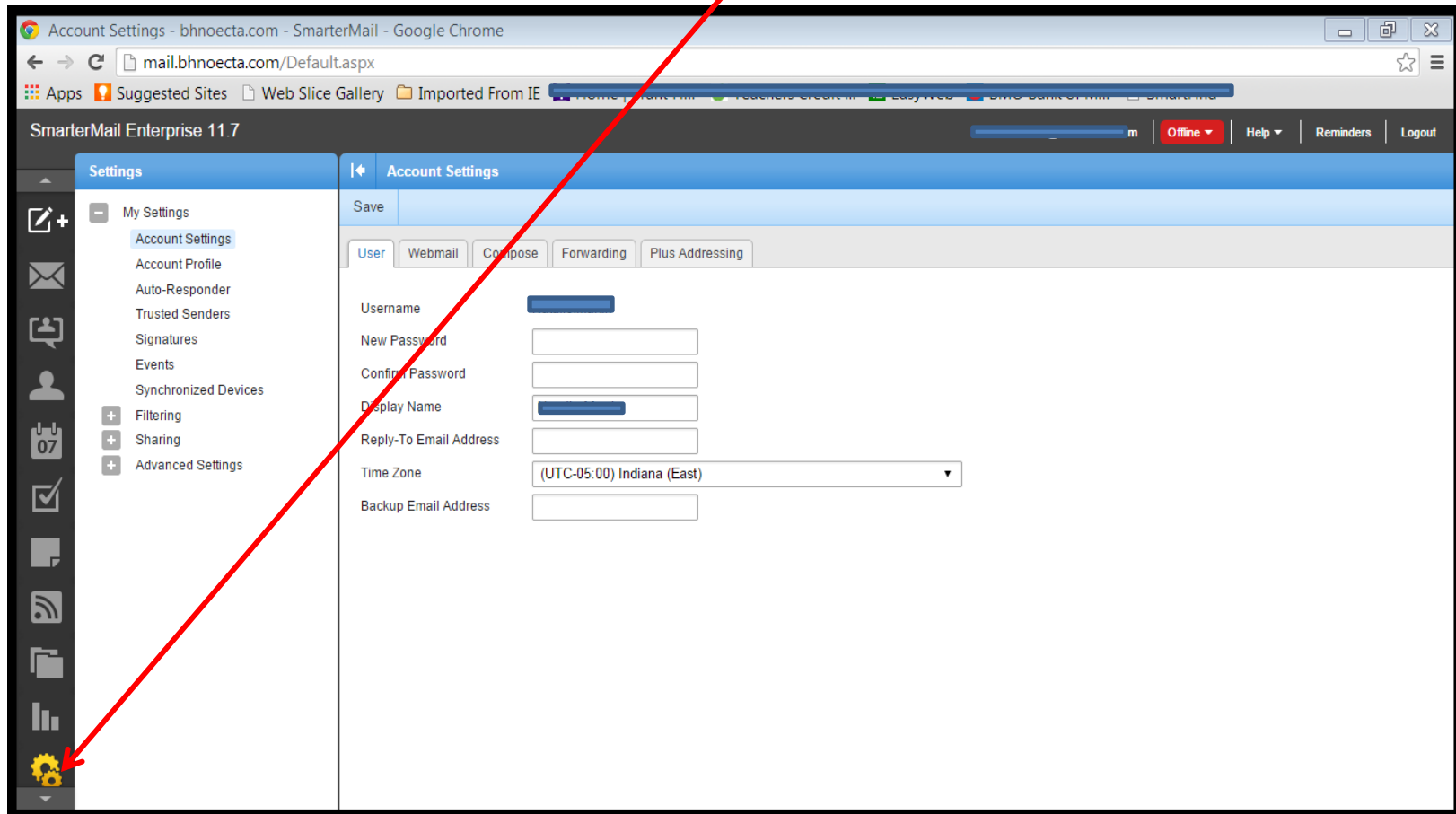


Automatic forwarding of BHN OECTA e-mail to your personal e-mail account:

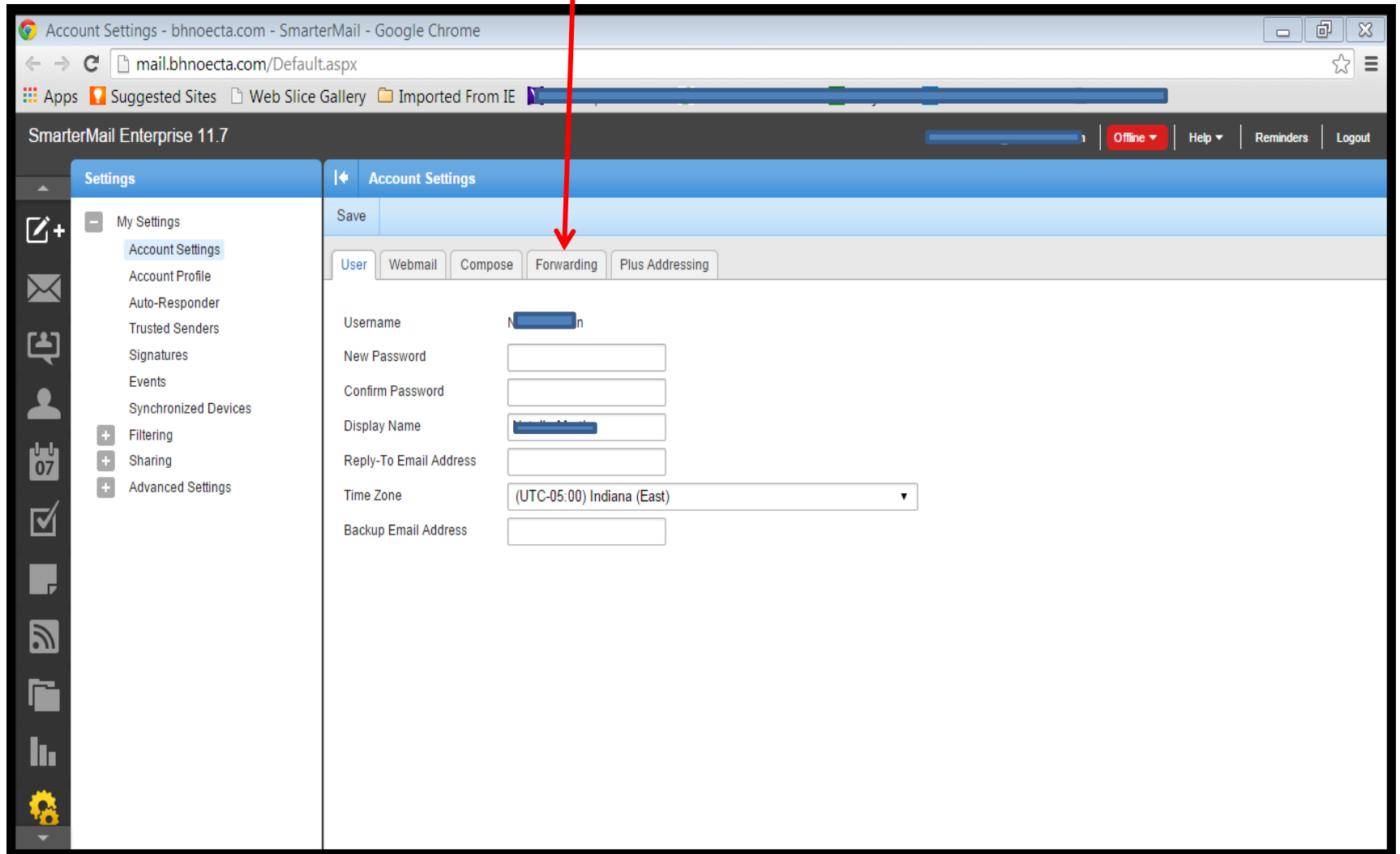
1. Go to the 'Member Area' of the BHN OECTA web-site and log-in to your webmail account on the drop-down menu.



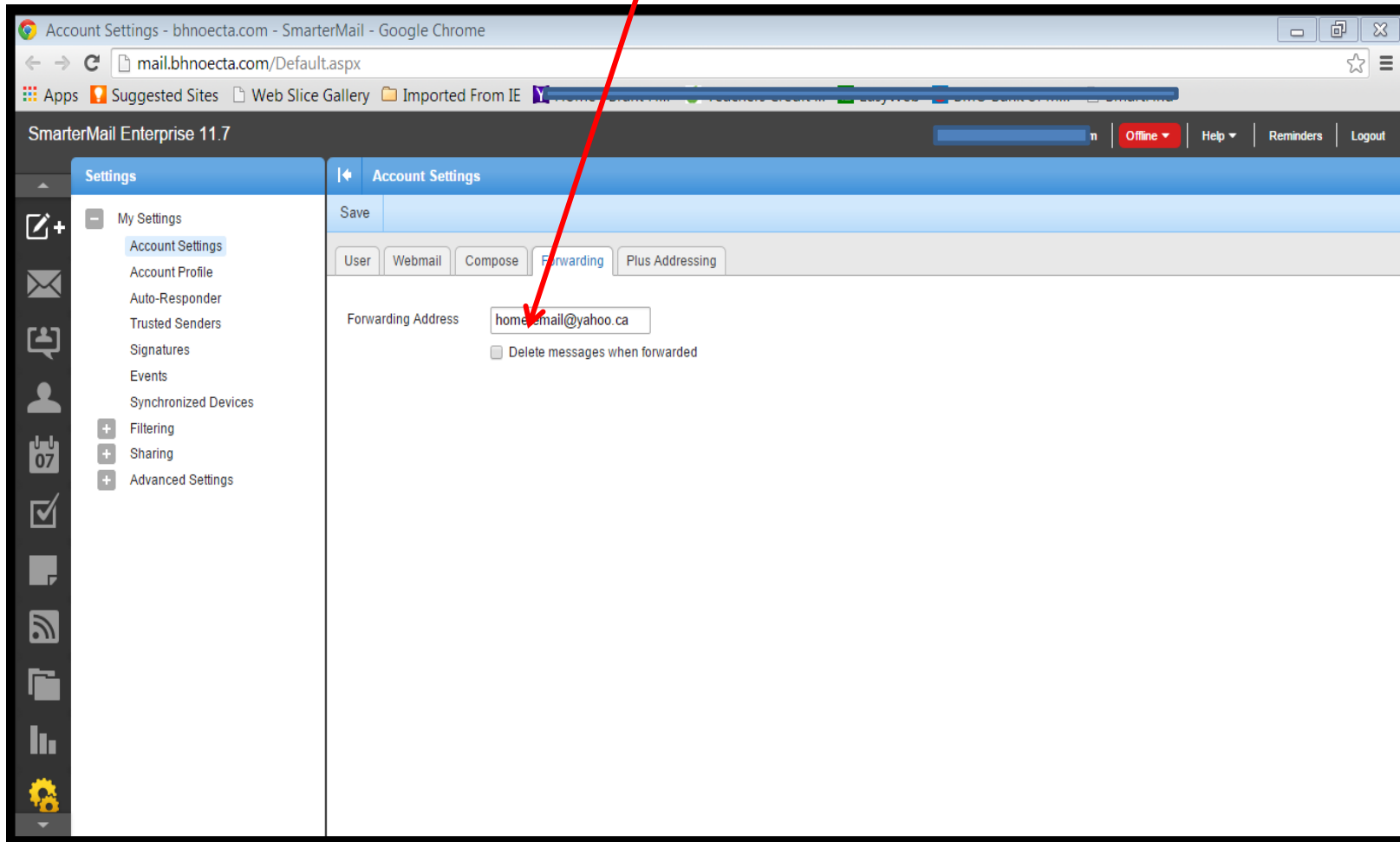
2. Once your webmail page opens, look to the left side of the screen. There you will see a vertical tool bar. Look down the tool bar until you find the 'settings' symbol. Click on the settings symbol. The 'Account Setting' page will open.



3. On the 'Account Setting' page, click the 'Forwarding' tab.



4. A box will appear labelled 'Forwarding Address.' In the box, type the personal e-mail address where you would like your BHN OECTA e-mail automatically forwarded to (eg. g-mail, hotmail, rogers, etc.).



5. Click save. Your BHN OECTA e-mail will automatically forward to the personal e-mail address entered.

