SETTING UP SEPARATE PSFC AND MIT EMAILS
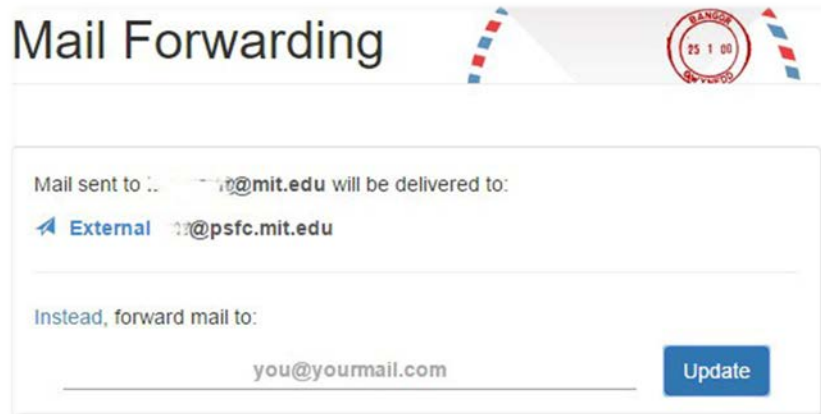
1. Configuring devices and clients for MIT email:

- The account and password you use for MIT email is the same as the one you use for other MIT IT services, for example Atlas, athena, web certificates, Kerberos.

- MIT email configuration directions for Windows, Macintosh and mobile email clients can be found here: https://ist.mit.edu/email-config-wizard

2. Changing MIT email forwarding

Many people have their MIT email forwarded to their PSFC email address. In order to stop forwarding the MIT email and maintain two separate email addresses, the following steps are necessary.

- Use the Mailto web application to stop forwarding your MIT email to your PSFC email address.
    a. Go to: https://mailto.mit.edu/ and log in to webathena with your Kerberos credentials.
    b. Click "Allow" to give permission to view and modify your mailing lists and groups

    c. On the Mail Forwarding screen, it will show your existing email forwarding settings
    d. Click the link to "Restore Default Settings". The settings should show that your MIT email is now delivered to the MIT Exchange server with your MIT email address listed as email@exchange.mit.edu.

    e. That's it - Forwarding from MIT to PSFC email is now disabled.
- You will now have to configure your devices and email clients with your MIT email in addition to your existing PSFC email as in step 1 above.

- Directions to configure your PSFC email can be found on the PSFC website: http://computers.psfc.mit.edu/network/email_setup.html