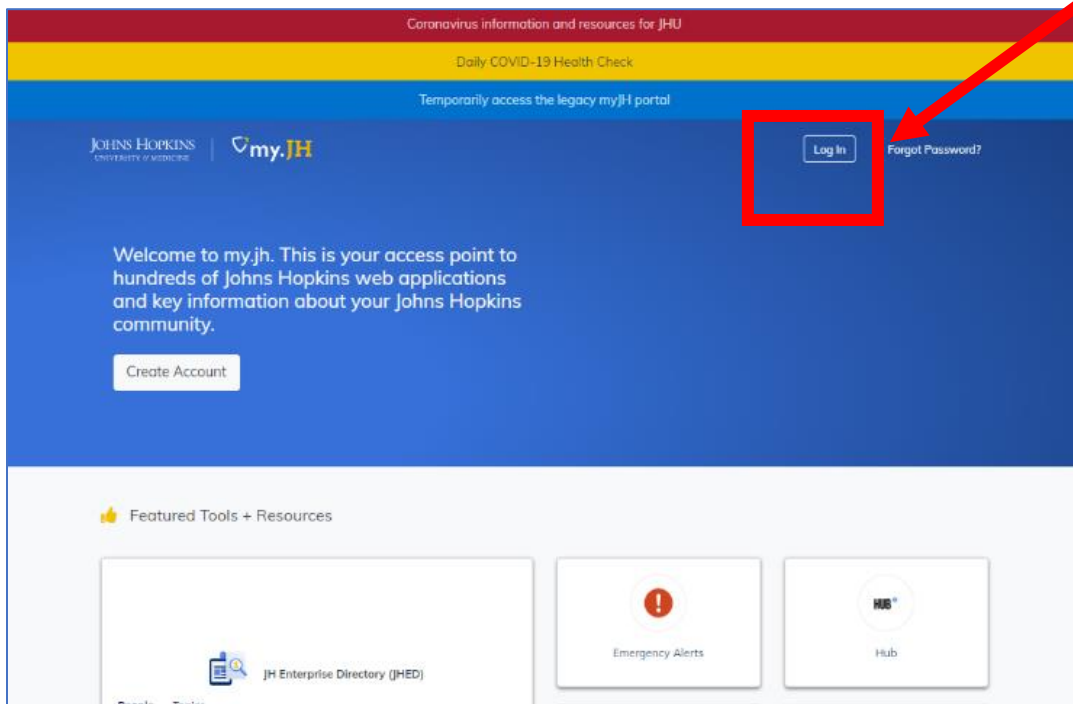
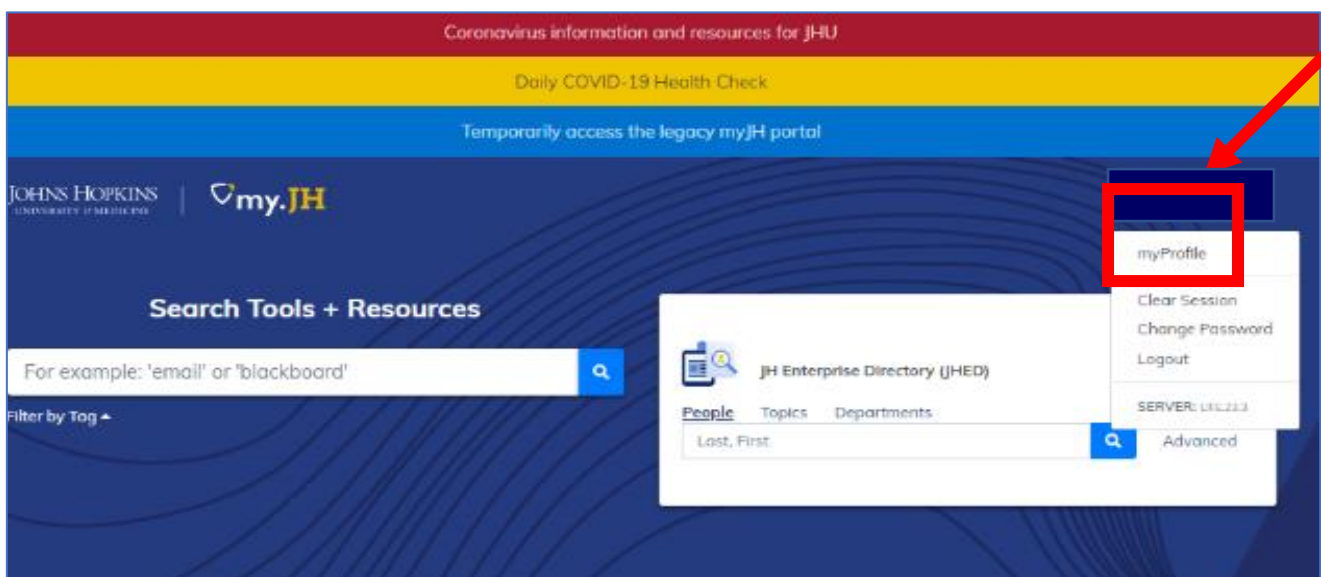


Redirecting Your Johns Hopkins Email Alias

1. Within an Internet Browser, navigate and login to the [My JH Portal](#).
 - a. Note: Your username will be <your *jhed*>@jh.edu. Example: [jsmith1@jh.edu](#)



2. Navigate to the upper right of the screen to the circle next to your JHED. Click on the circle and click on **myProfile** on the dropdown menu.



Redirecting Your Johns Hopkins Email Alias

3. On the myProfile page, locate the **Default Email** section. If unselected, choose your default email alias and then you can specify your external email address in which you want emails to be redirected to. Click **Save myProfile** at the bottom of the page to save these changes.

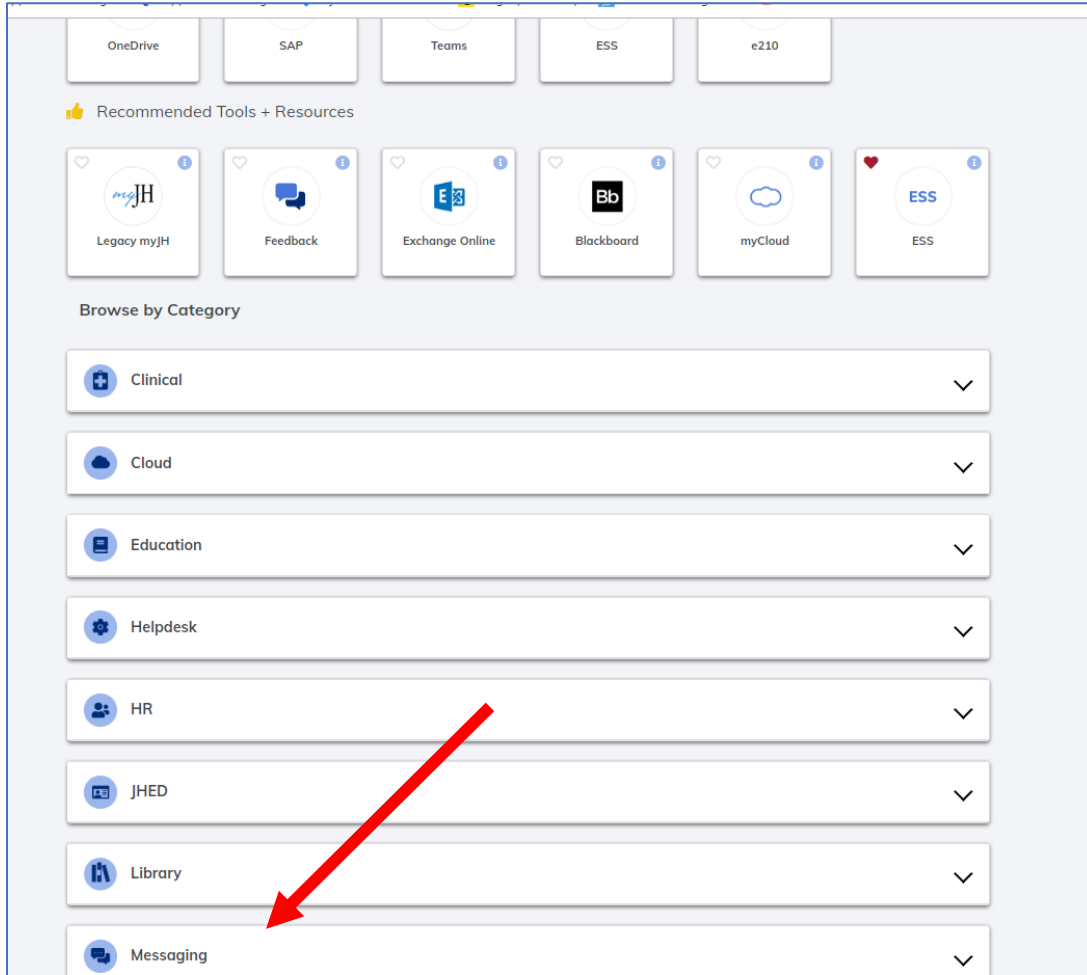
The screenshot displays the 'myProfile' page with a blue sidebar on the left containing 'Travel', 'VPN', and 'Configure' icons. The main content area is divided into several sections. The 'Default Email' section is highlighted, showing a dropdown menu with 'smethen1@jh.edu' selected and 'steven@gmail.com' as an option. A red arrow points to this dropdown. Above it are fields for 'Preferred First Name', 'Preferred Full Name', 'Maiden/Other Last Name', and 'Middle Name', each with a 'No One' dropdown. To the right, there are links for 'Password Notification' and 'Secret Questions and Answers', and a section titled 'Other Settings and Preferences' with a 'Yes No' question: 'I work or provide services, regardless of the duties, in a hospital, outpatient clinic, or a patient care area.' The 'No' radio button is selected.

*****Completed: At this point, all email that is directed to your Johns Hopkins email alias will now be redirected to your external email address.*****

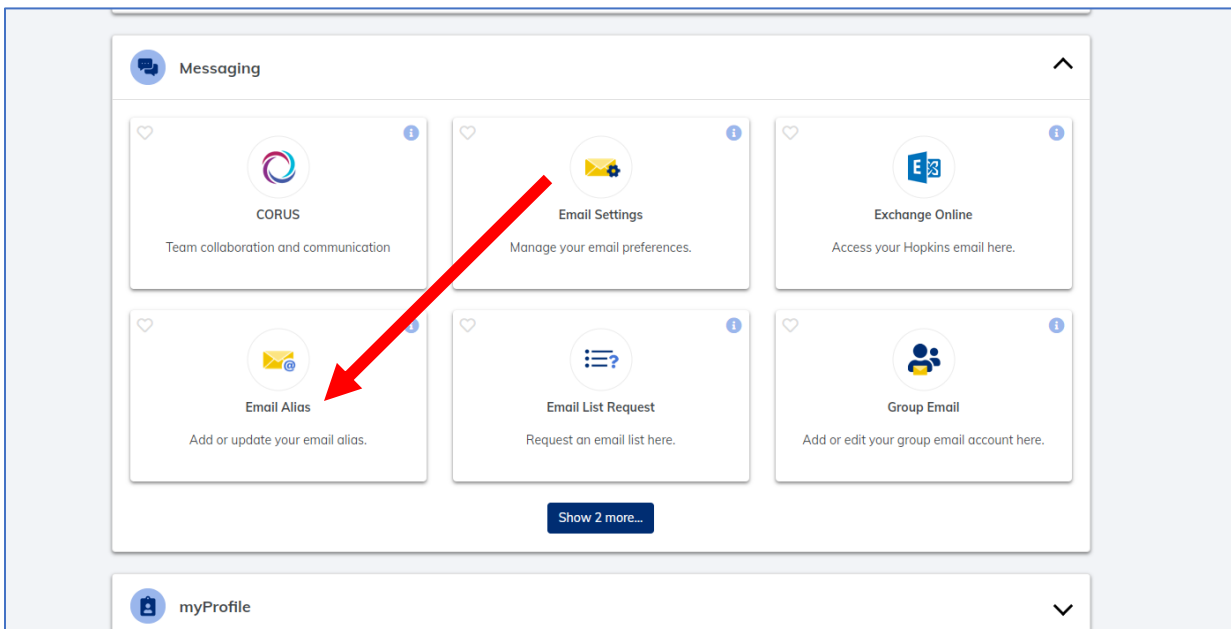
Only proceed with the steps below if you are troubleshooting an issue or looking for other advanced options

Redirecting Your Johns Hopkins Email Alias

4. Scroll down the page until you see **Messaging** and click on it.

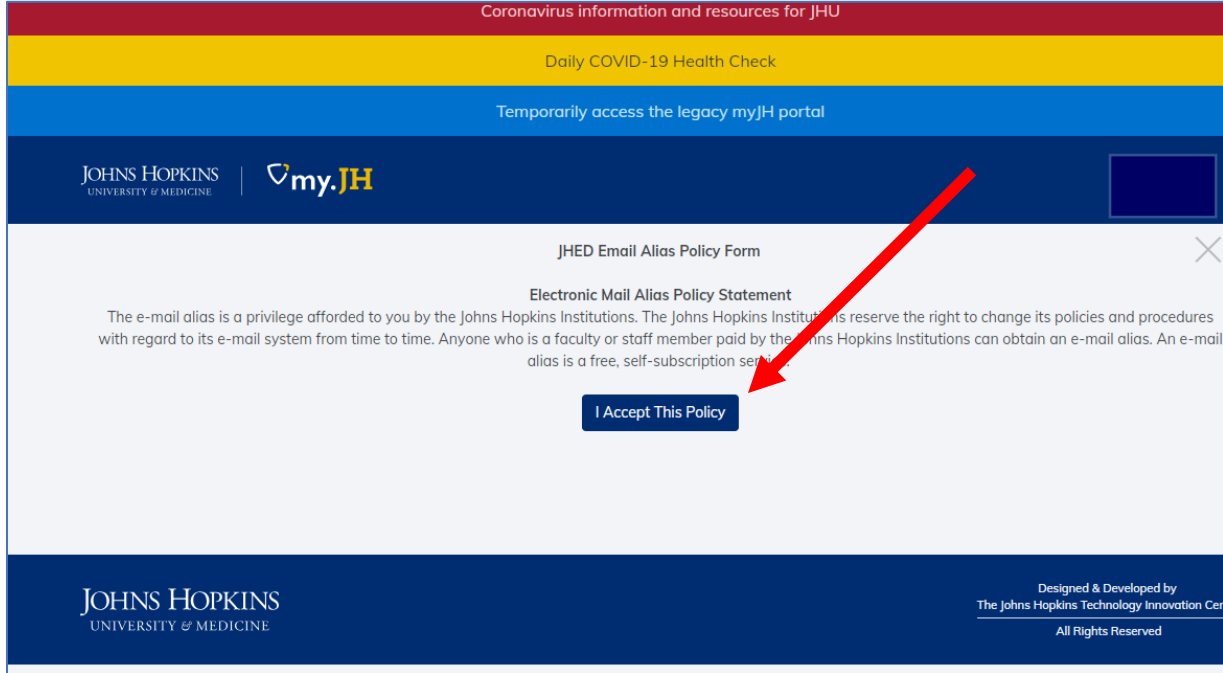


5. Click on **Email Alias**.



Redirecting Your Johns Hopkins Email Alias

6. Click the **I Accept This Policy** button on the JHED Email Alias Policy Form.



7. Enter in a custom address for your email aliases so that any email sent to the Johns Hopkins email aliases will be redirected to the custom address. Click update after each email alias.

- Example: I would like all email destined to smethen1@jhu.edu and smethen1@jhmi.edu (displayed in image below) to route to stevem@gmail.com.
- Notes: You may not be able to edit the @johnshopkins.edu or @jh.edu email alias directly from this form. Feel free to edit your common/used email aliases available to you; @jhu.edu and @Jhmi.edu.

Your Hopkins Delivery Address

Hopkins employees using enterprise applications may receive email using an address listed as their JHED ID (LID) followed by @johnshopkins.edu. In other situations, outside people may receive email containing a system-generated "from" address that matches this syntax. LID@johnshopkins.edu is a new email address used by systems within Hopkins to deliver email to internal Hopkins email accounts. It does not interfere with any other email addresses you use, and there is no need to begin using it for normal email correspondence, or to publicize it to others.

[Click here for more information](#)

Hopkins Delivery Address: smethen1@johnshopkins.edu **Routes to:** smethen1@livejohnshopkins.mail.onmicrosoft.com

Your Alias	Route To Pre-Defined Routing Address
s@jh.edu	smethen1@livejohnshopkins.mail.onmicrosoft.com smethen1@live.johnshopkins.edu>

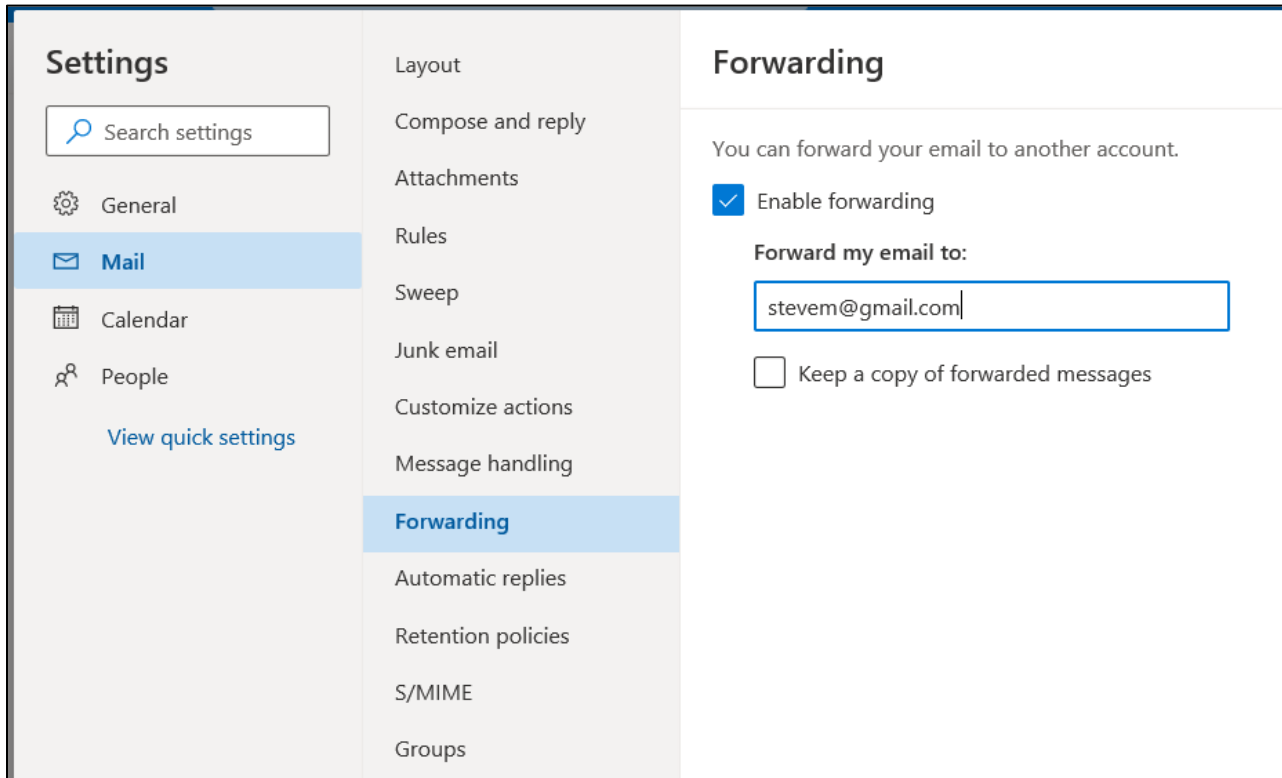
This email address is what will be displayed in the Enterprise Address Book.
See "Default Email Address Selection" below to modify.

Your Alias	Route To Pre-Defined Routing Address
smethen1@jh.edu	smethen1@livejohnshopkins.mail.onmicrosoft.com smethen1@live.johnshopkins.edu>

Your Alias	Route To Pre-Defined Routing Address	Enter Custom Address
smethen1@jhmi.edu	smethen1@livejohnshopkins.mail.onmicrosoft.com	stevem@gmail.com

Redirecting Your Johns Hopkins Email Alias

8. **Optional (Only if you have an existing Enterprise Mailbox)** – You may need to create a forward on the mailbox via Settings through [Outlook On the Web](#) in addition to redirecting your email aliases in the My JH portal:



The screenshot displays the Outlook On the Web settings interface. On the left, the 'Settings' pane is open to the 'Mail' category, with 'Forwarding' selected in the sub-menu. The main content area shows the 'Forwarding' settings. A checkbox labeled 'Enable forwarding' is checked. Below it, the 'Forward my email to:' field contains the email address 'stevem@gmail.com'. An unchecked checkbox labeled 'Keep a copy of forwarded messages' is also visible.

Settings

Search settings

General

Mail

Calendar

People

[View quick settings](#)

Layout

Compose and reply

Attachments

Rules

Sweep

Junk email

Customize actions

Message handling

Forwarding

Automatic replies

Retention policies

S/MIME

Groups

Forwarding

You can forward your email to another account.

Enable forwarding

Forward my email to:

stevem@gmail.com

Keep a copy of forwarded messages

9. Your common Johns Hopkins email aliases will now route to your custom address.