1. Within an internet browser, navigate and log into the My JH Portal.
   1. Note: Your username will be **<your** [**jhed@jh.edu**](mailto:jhed@jh.edu)**>**. Example: [jsmith1@jh.edu](mailto:jsmith1@jh.edu).

Graphical user interface, website

Description automatically generated

1. 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 drop down menu.

Graphical user interface, website

Description automatically generated

1. 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 to which you want emails to be redirected. Click **Save myProfile** at the bottom of the page to save these changes.

Graphical user interface, text, application

Description automatically generated

**\*\*\*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.**

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

Graphical user interface, application

Description automatically generated

1. Click on **Email Alias.**

Graphical user interface

Description automatically generated

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

Graphical user interface, application, website

Description automatically generated

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

Graphical user interface, application

Description automatically generated

1. **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.

Graphical user interface, application

Description automatically generated

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