

# How To Forward Your Soroptimist Club Email To Another Email Account

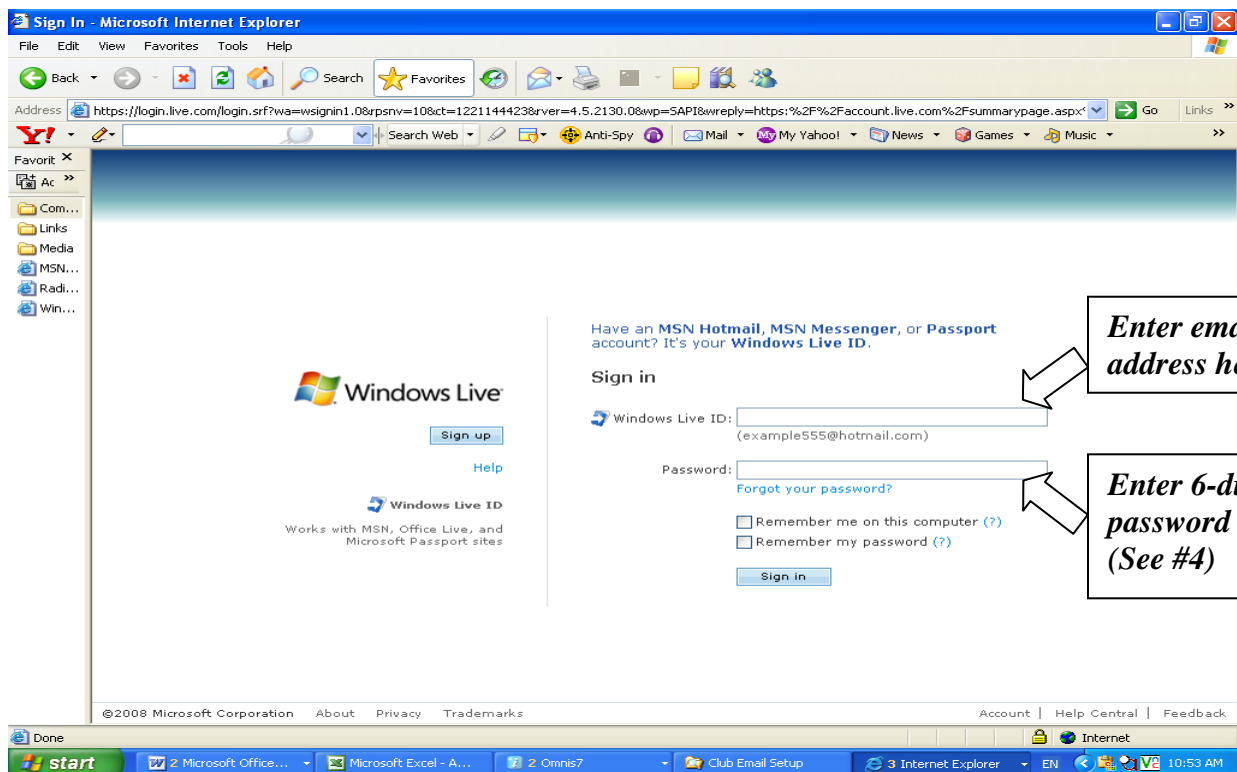
**Important Notice:** You must sign into your account at least once every 270 days or your account will go inactive and you will NOT receive email, including email from Soroptimist headquarters!! This is true whether you have your account forwarded or not. You will still need to remember to periodically log into your account to keep it active. This is a Microsoft requirement to use their free Live / Hotmail service.

## 1. Sign into your account:

1. Open an Internet browser window (i.e. Internet Explorer, Firefox, Safari etc).
2. In the address line type: hotmail.com or live.com and press “Enter” on the keyboard.
3. Enter your Windows Live ID= **siclubname@soroptimist.net**

**Please do not add any spaces or characters to the Windows Live ID/Club email address provided by Soroptimist Headquarters.**

Example: Soroptimist International of Nassau County →  
sinassaucounty@soroptimist.net

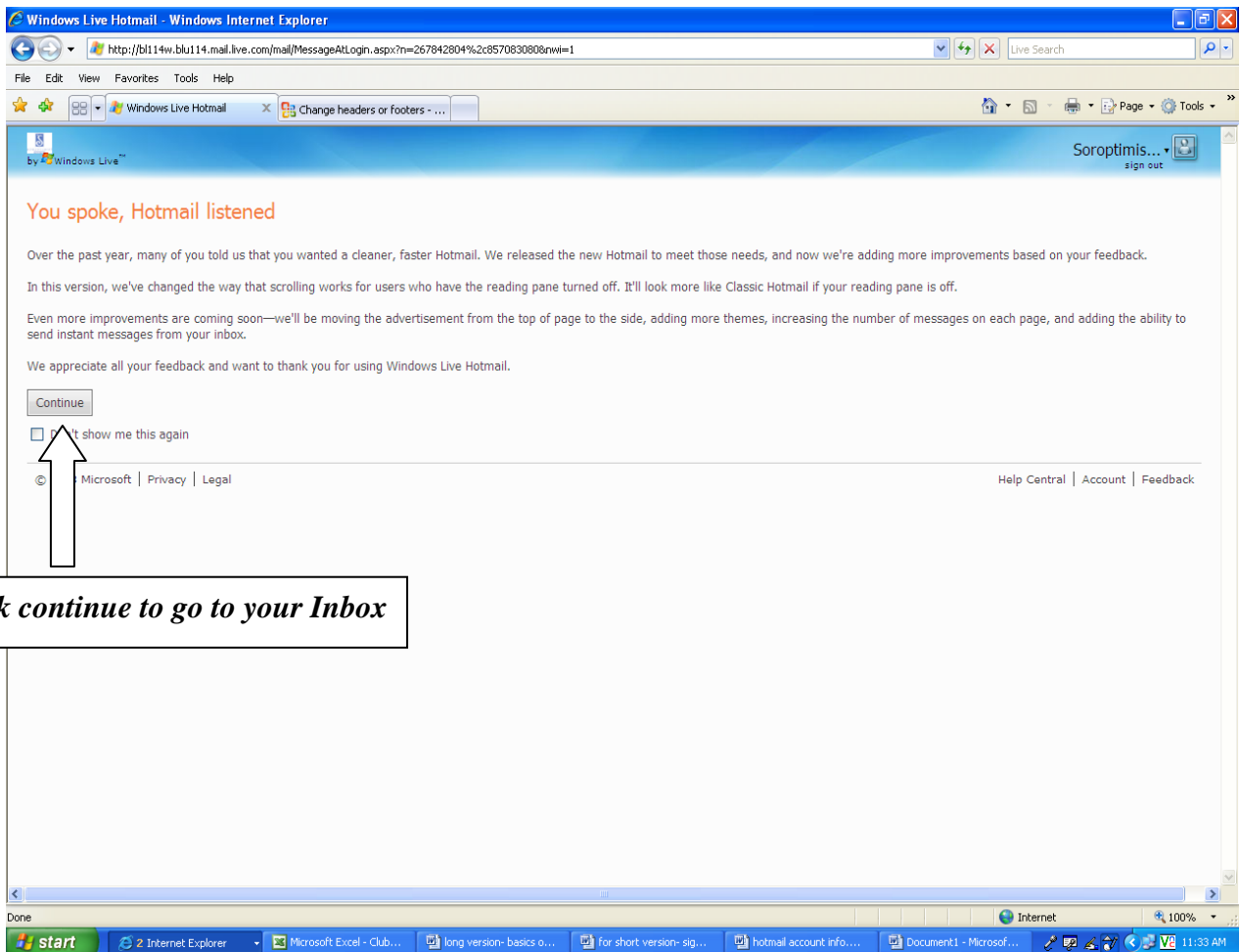


**Note:** Some names are the same for more than one club, in this situation the abbreviation for the state is added to the log-in after the club name.

Example: SI Fremont → sifremontca@soroptimist.net

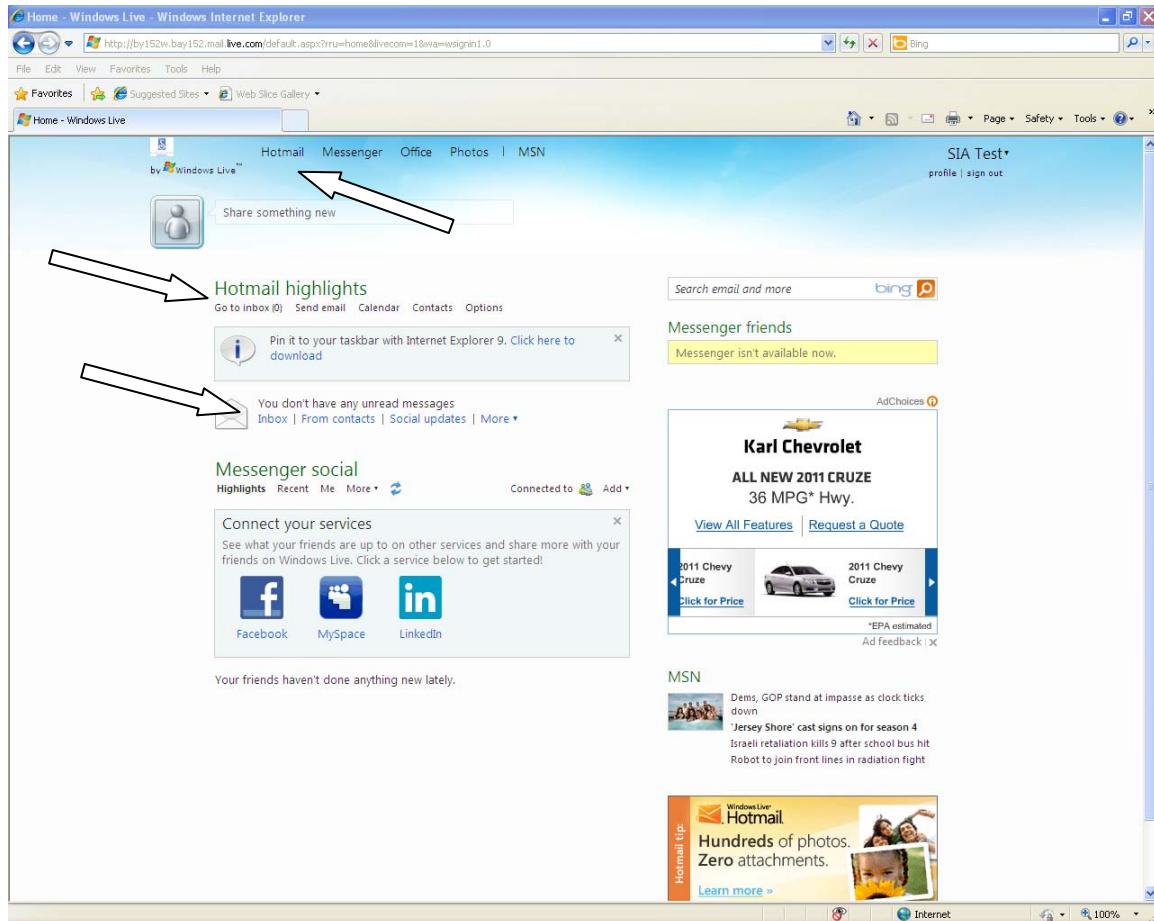
**Note:** the example on this screen displays a @hotmail.com address, for our purposes club address is ALWAYS @soroptimist.net

4. Enter Your Password= 6 digit club ID number.(this number begins with a “1”)
5. Click “Sign in”
6. When you log-in, you may initially see this screen. Windows Live performed updates recently and this is to inform users of the new services. You can select “Continue.” After you do this once, the next time you log-in you will not need to go through this step.



7. Once logged in, you should see the following screen. You can access your Email from this screen by clicking on **Inbox, Go to inbox or Hotmail**:

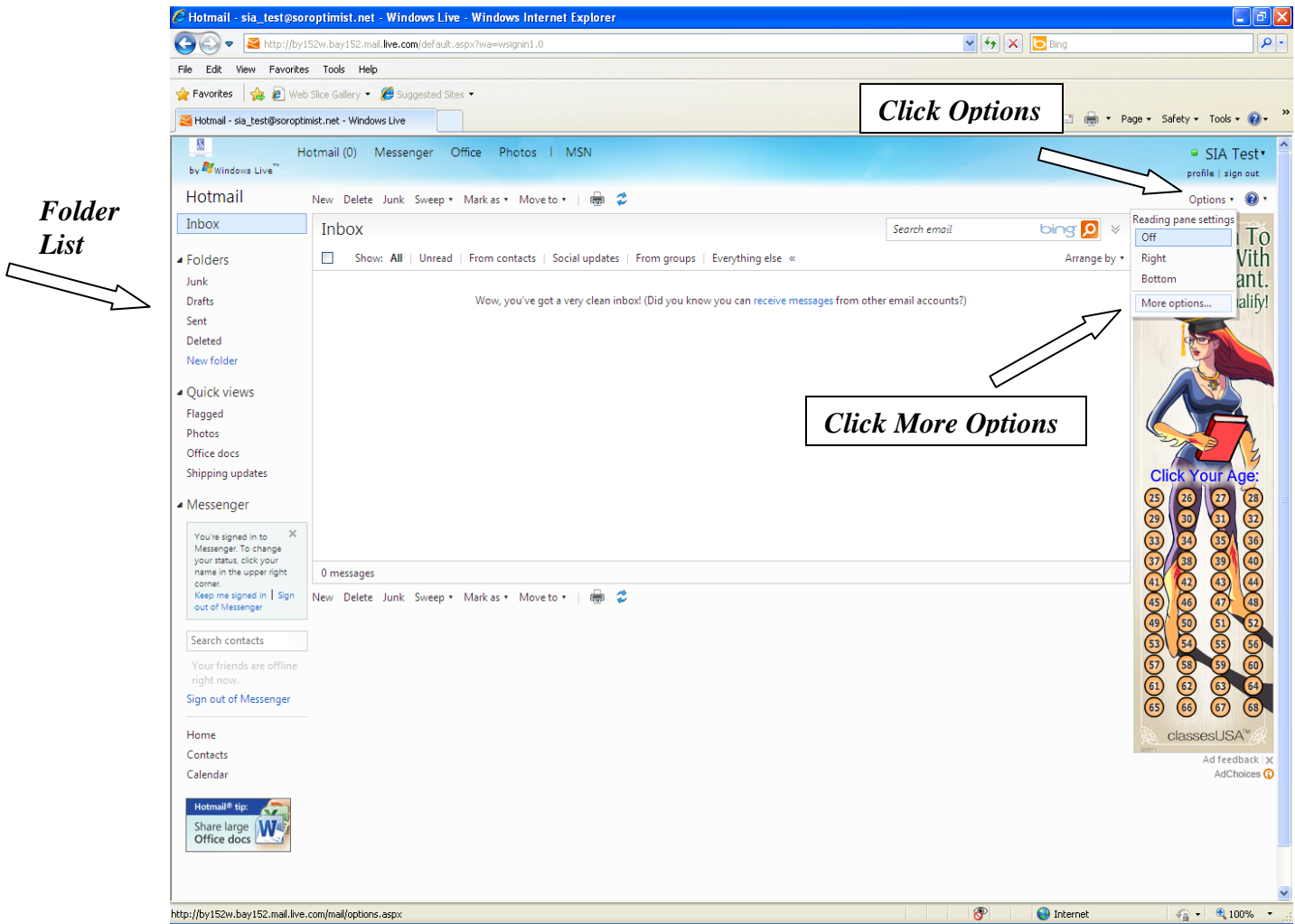
*Access  
Inbox  
and  
other  
folders  
here.*



### ***Important Folders:***

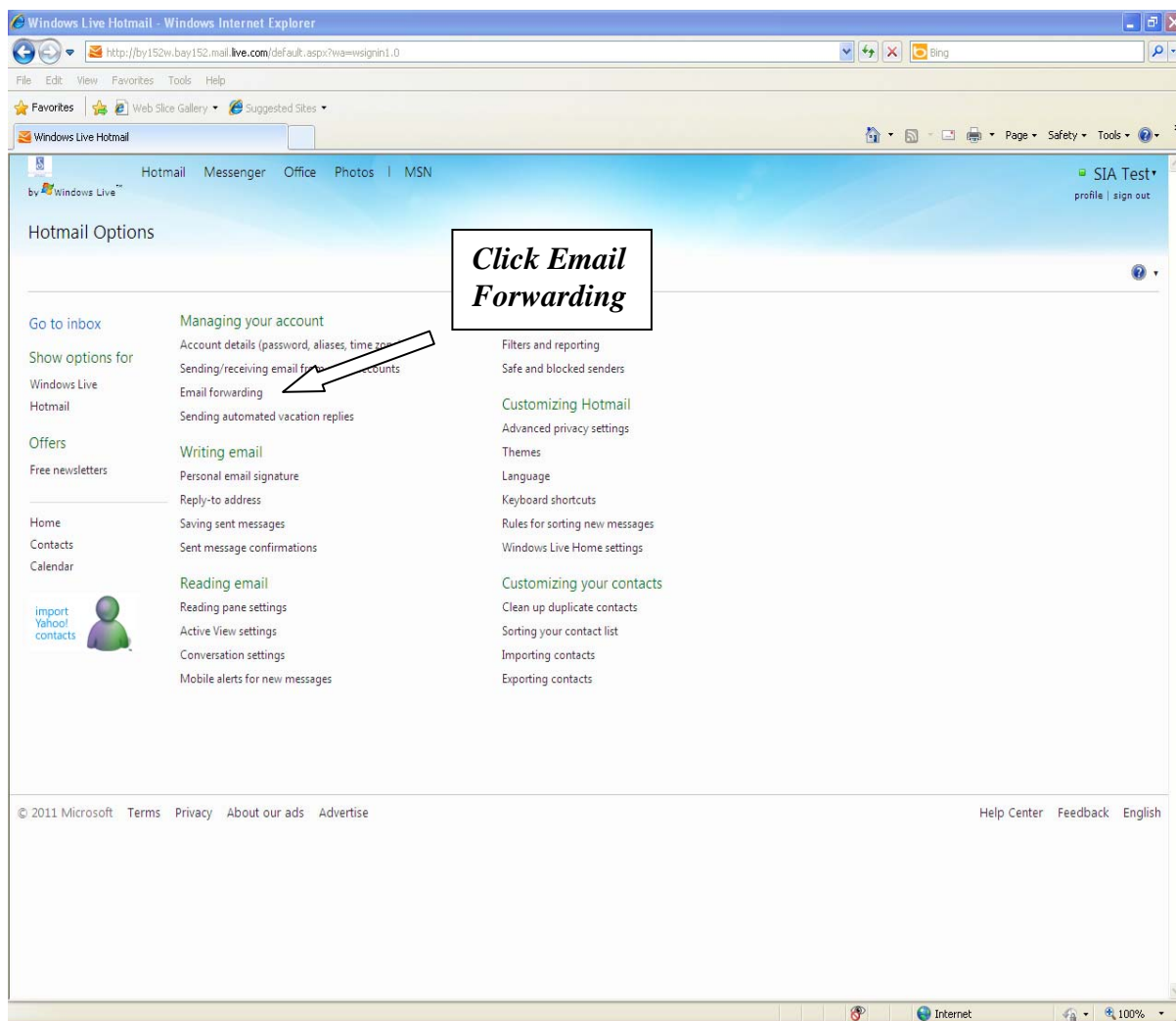
- Inbox:** Holds current emails
- Junk Folder:** Windows Live filters certain emails into this folder. If you are expecting an email and have not received it- check this folder first. There is a chance it was automatically filed in this Folder.
- Drafts:** Emails you have started but not sent will be saved to this file.
- Sent:** Windows Live automatically saves a copy of your sent emails to this Folder.
- Deleted:** When you delete an email, it will transfer to this Folder. To permanently delete the email, make sure to delete from this folder as well.

This initial screen also provides information on how much space your emails are using, current news headlines, contacts, and your calendar.

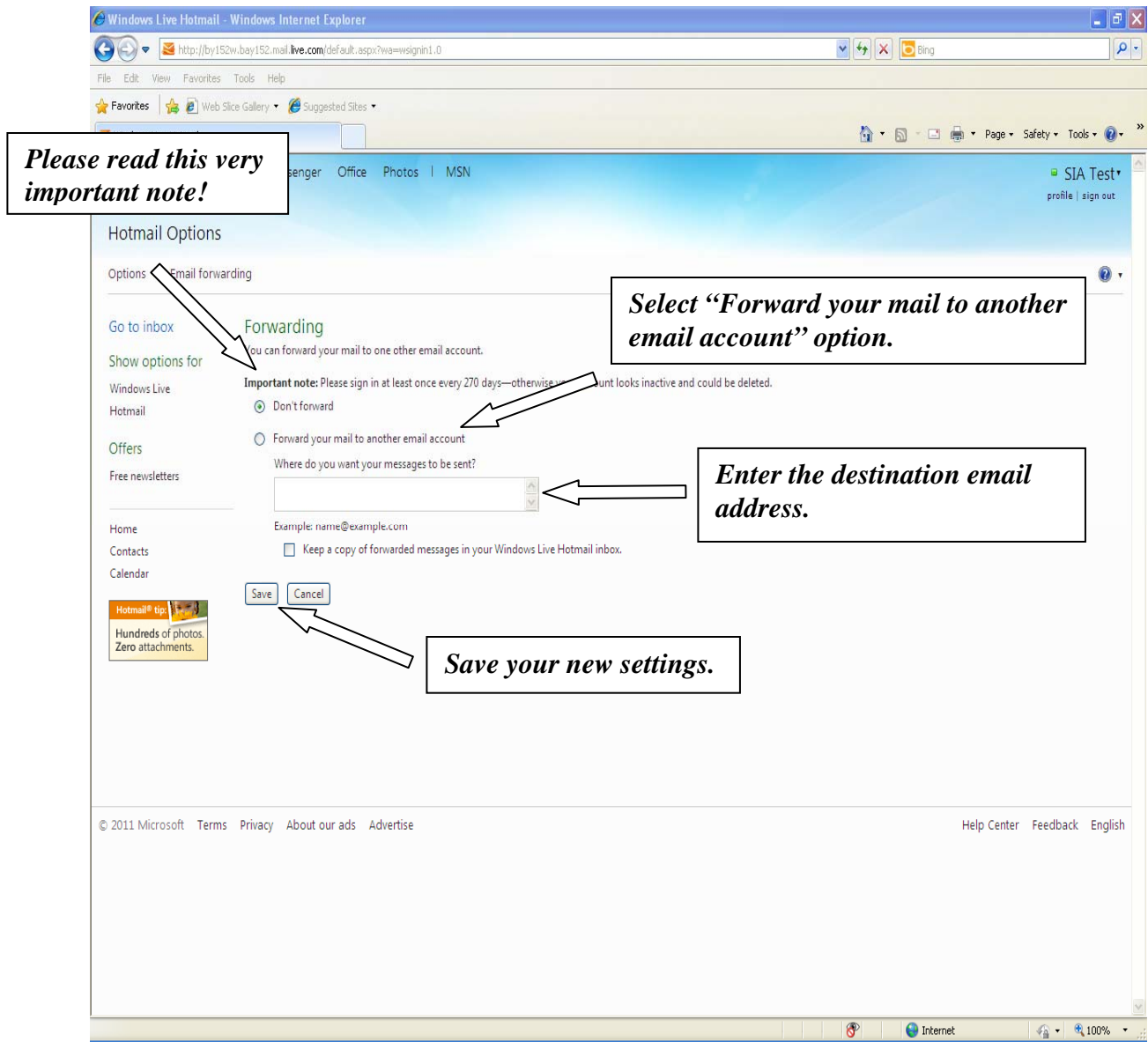


## 2. Configure Email Forwarding:

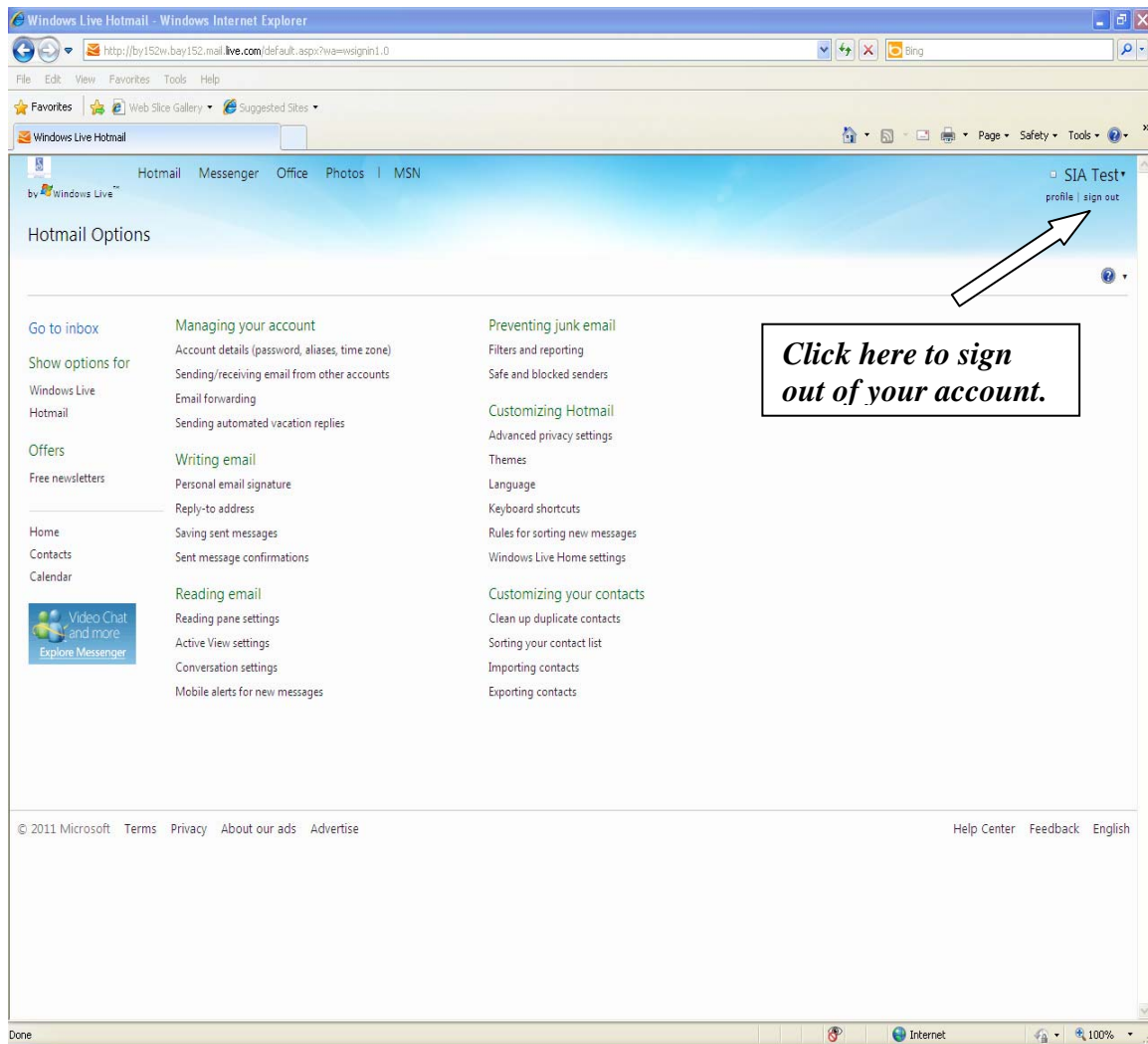
1. Once you are in your Inbox, you will see the folder list on the left of your screen.
2. To configure email forwarding as well as other various options, click on the Options link in the top right-hand corner of this screen as illustrated above.
3. From the dropdown menu that appears, click More Options.



4. Click Email Forwarding to view the email forwarding configuration screen illustrated on the next page.
5. Select the “Forward your mail to another email account” option.
6. Enter the destination email address.
7. Click the Save button to save your new settings
8. **Important Notice:** You must sign into your account at least once every 270 days or your account will go inactive and you will NOT receive email, including email from Soroptimist headquarters!! This is true whether you have your account forwarded or not. You will still need to remember to periodically log into your account to keep it active. This is a Microsoft requirement to use their free Live / Hotmail service.



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### 3. Sign out and test email forwarding:

1. Once you have saved your new settings you will be back on the screen above.
2. Click “sign out” in the top right-hand corner of your screen to log out of your account.
3. Send a test email from another email account to your soroptimist.net account to verify that forwarding is properly configured and working as expected.

#### 4. Additional information & resources:

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If you find that it is not feasible or simply not practical to log into your account at least once every 270 days there is another option available to you. Microsoft offers a paid subscription version of their Live / Hotmail service named Windows Live Hotmail Plus for an annual fee of \$19.95. If you choose to upgrade to the paid version you will receive additional storage space, no account expiration, & no graphical ads.

No account expiration means that you will not be required to log into your account at least once every 270 days to keep you account active as long as your Windows Hotmail Live Hotmail Plus subscription is current. Visit the following website for more information:

<http://explore.live.com/windows-live-hotmail-plus>

Windows Live Hotmail Plus - Windows Internet Explorer

http://explore.live.com/windows-live-hotmail-plus

Windows Live Hotmail Plus

Sign in

Home Hotmail Messenger Essentials SkyDrive Office Mobile Help Center

### Windows Live Hotmail Plus

Get even more out of Hotmail

No ads, no expiration—and more Hotmail. With Windows Live Hotmail Plus, you get all the efficiency, security, and ease of Hotmail, plus extras like more storage to start with—all for only \$19.95 a year.

[Upgrade now](#) Already have Hotmail? [Sign in](#)

**What you get**

- More storage**  
Start with more space—10 GB of storage that automatically grows with your needs.
- No account expiration**  
You don't need to log in to keep your account active as long as your Hotmail Plus subscription is current.
- No graphical ads**  
No graphical ads in Hotmail or SkyDrive—all you see is your email, photos, and documents.

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