



Your MyPMI Mail comes with all these great features!

- 7Gb of inbox storage
- Keep your account for life
- No advertisements
- Use your MyPMI Mail to save up to 90% on Microsoft Office 2007

How to Log In

Step 1: Go to <http://mail.my.pmi.edu>.

Step 2: Enter your username and password.

NOTE: You will be prompted to change your password. Select a password that you use frequently!

Username = First initial + Last name + Birth month + Last 3 digits of your SSN
 Example = jjohnson7809

Password = 8-digit birthdate
 Example = July 30, 1978 = 07301978

How to Forward MyPMI Mail to Another Account

Step 1: Click on **Settings** in the upper RIGHT-hand corner of the screen.



CAUTION: Check your spam filter. Forwarded e-mail often gets filtered as spam.

Step 2: Click the **Forward and POP/IMAP** tab and select **Forward a copy of incoming mail**. Enter the e-mail address where you would like your messages forwarded.