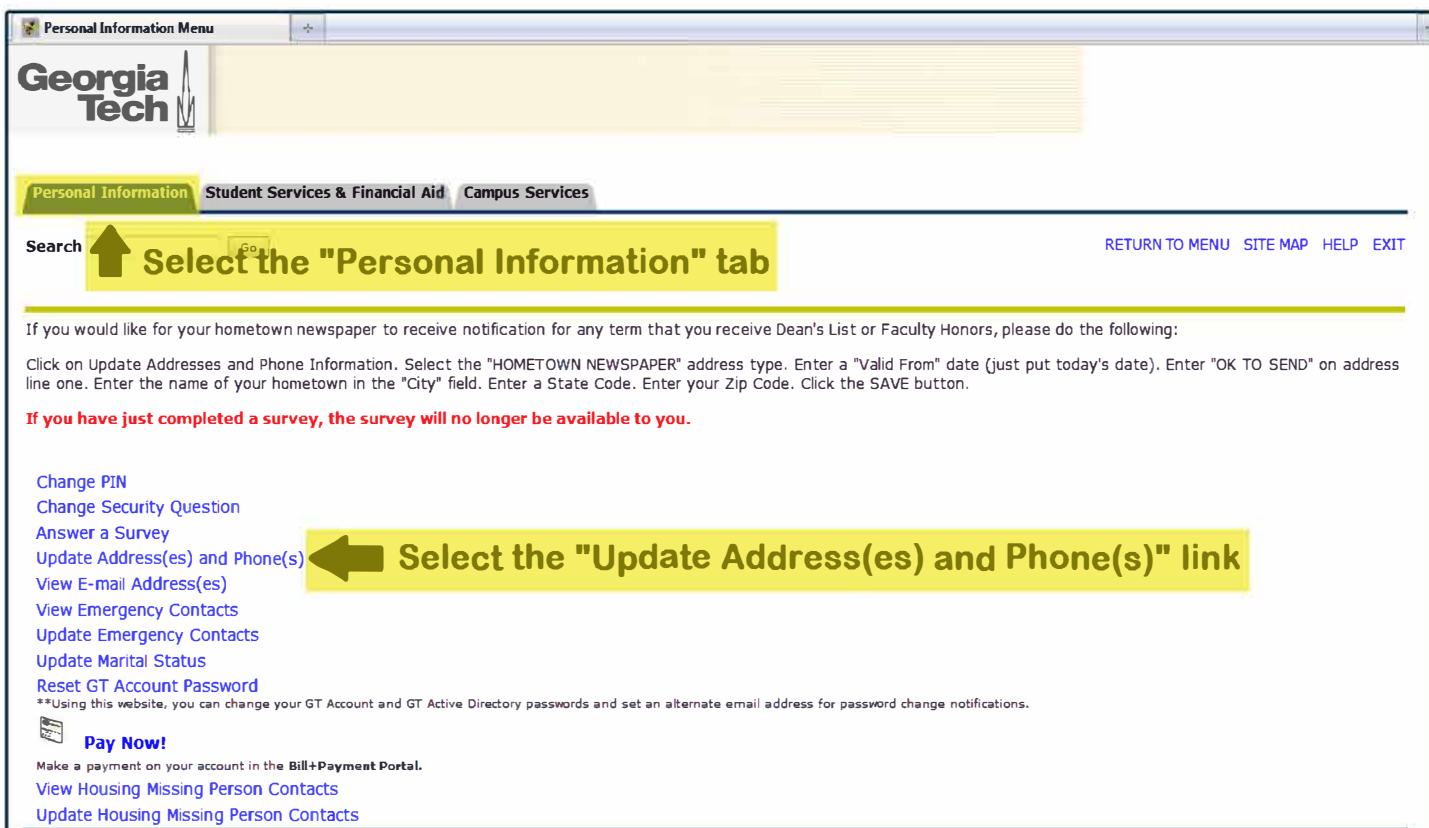


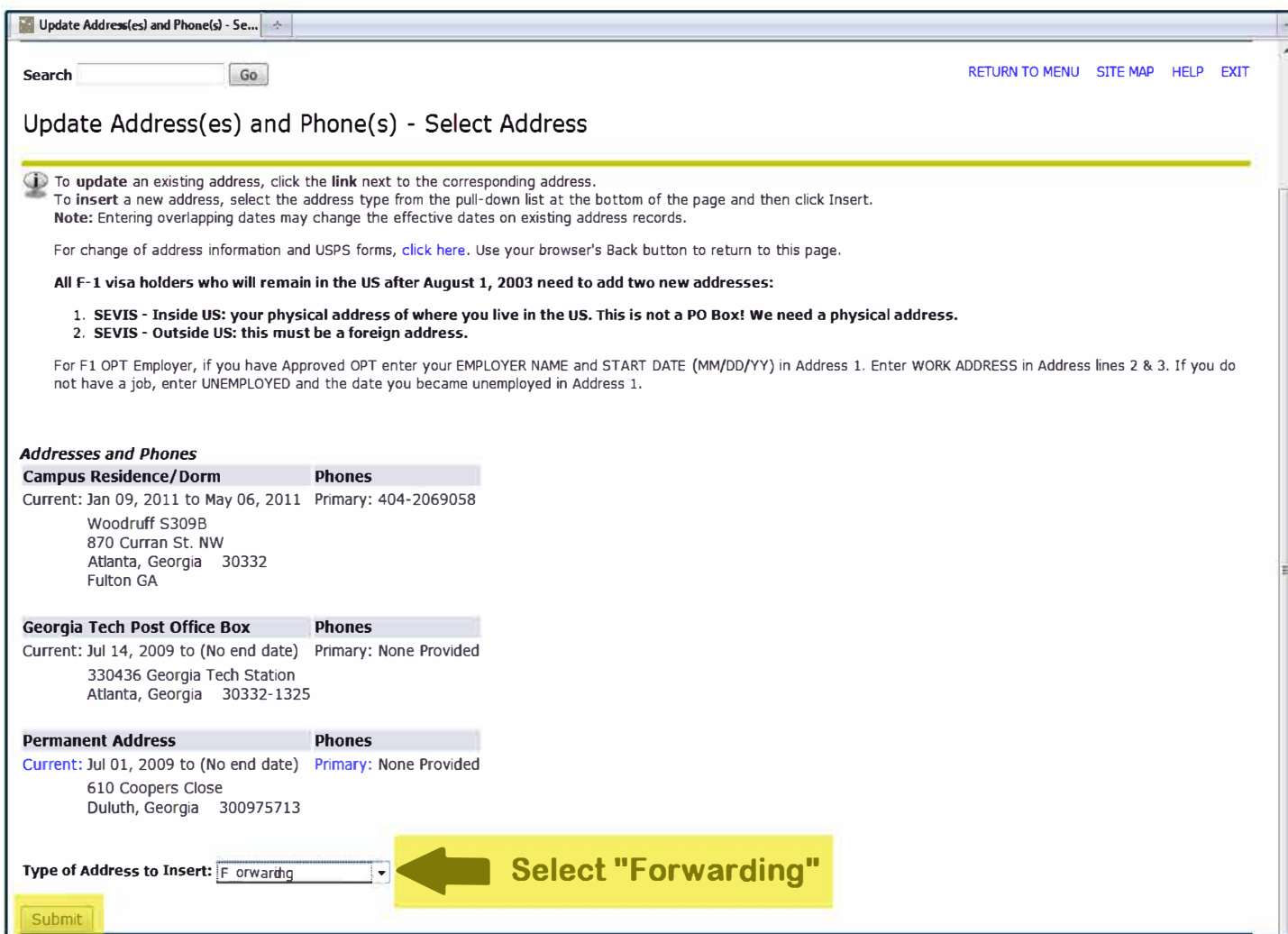


How to set up Mail Forwarding I

1. Log into BuzzPort/OSCAR and select the "Personal Information" tab.
2. Follow the link to "Update Address(es) and Phone(s)".



3. Select "Forwarding" from the drop down menu.
4. Fill in the required information and click "Submit". The beginning date of your forwarding must be the current date and the ending date must not exceed one semester.



For further assistance with mail forwarding, please contact the Postal Services team at postofficeask@po.gatech.edu.

