**note** In order to register an e-mail address to the Bizhub C350, the IP address for your specific copier is required. If you need this information, please contact the Departmental Copier Program (copierprogram@csulb.edu or ext. 5-5329).

After you enter your correct webpage address, the following screen should show up. **Click on the Scan button.**
You should now see the following page after clicking on the Scan button. Now under the Index heading, please **click on the Index name** that you want to add the e-mail address under (i.e. Index1, Index2, etc…).

Now under the specific Index name heading (i.e. Index 1), **click on a blank space** signified by three dashes (---). If there is no blank space, then you will have to choose another Index name (i.e. Index2, Index3, etc…) in which a blank space is available.
After clicking on the three dashes, you should see the following screen. Make sure that Scan to E-mail is selected and click on Next.>
You should now be at the following screen. In the box to the right of Destination Name, enter the name of the person’s e-mail account. In the box to the right of Address(To:), enter the e-mail account (i.e. Joe@csulb.edu). After you have filled out both boxes, click on Create to create the e-mail account on the copier. Congratulations, you have successfully entered a new scan to e-mail account.