

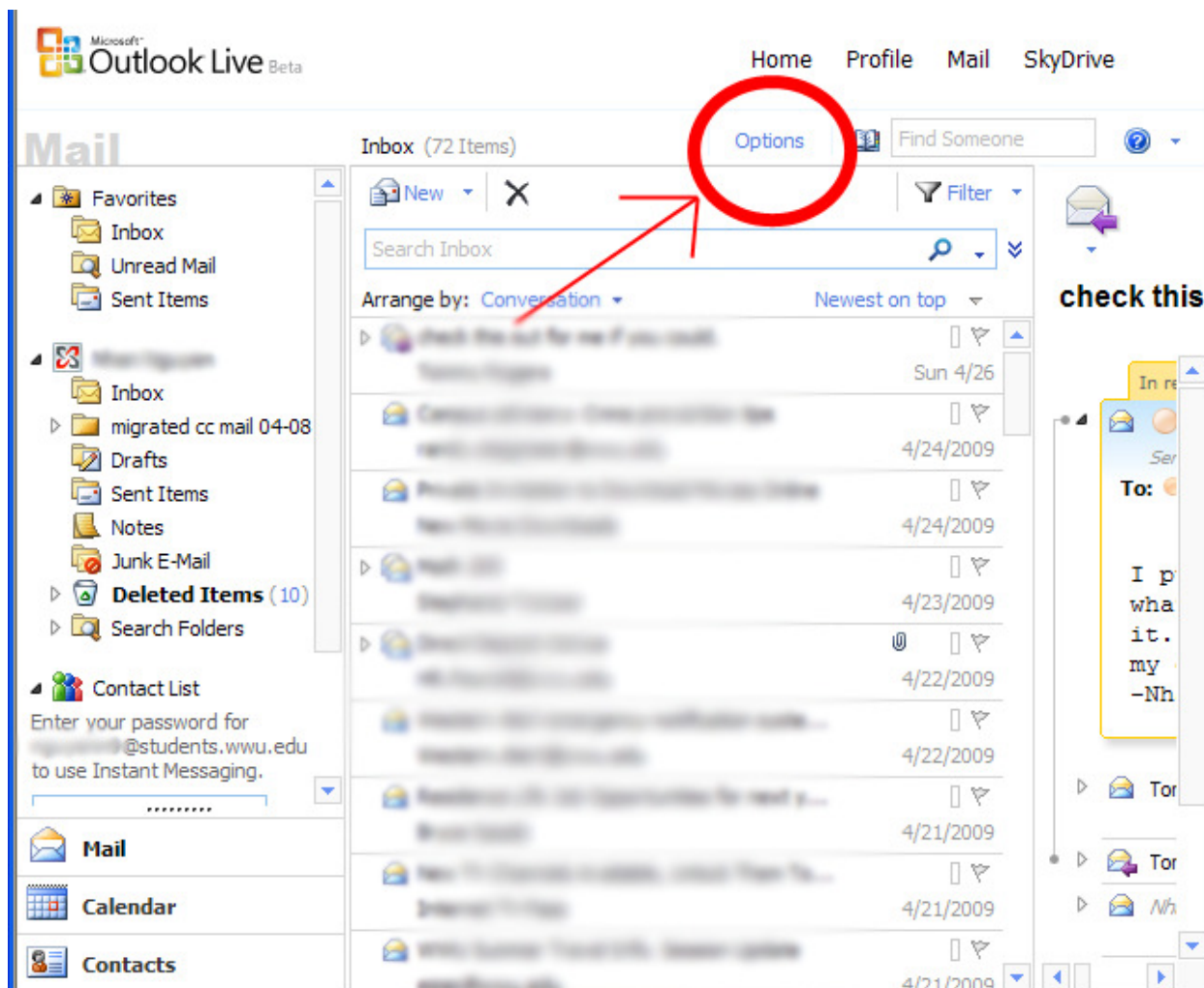
## Redirecting Student E-mail

To automatically redirect messages in Student Email, follow these instructions.

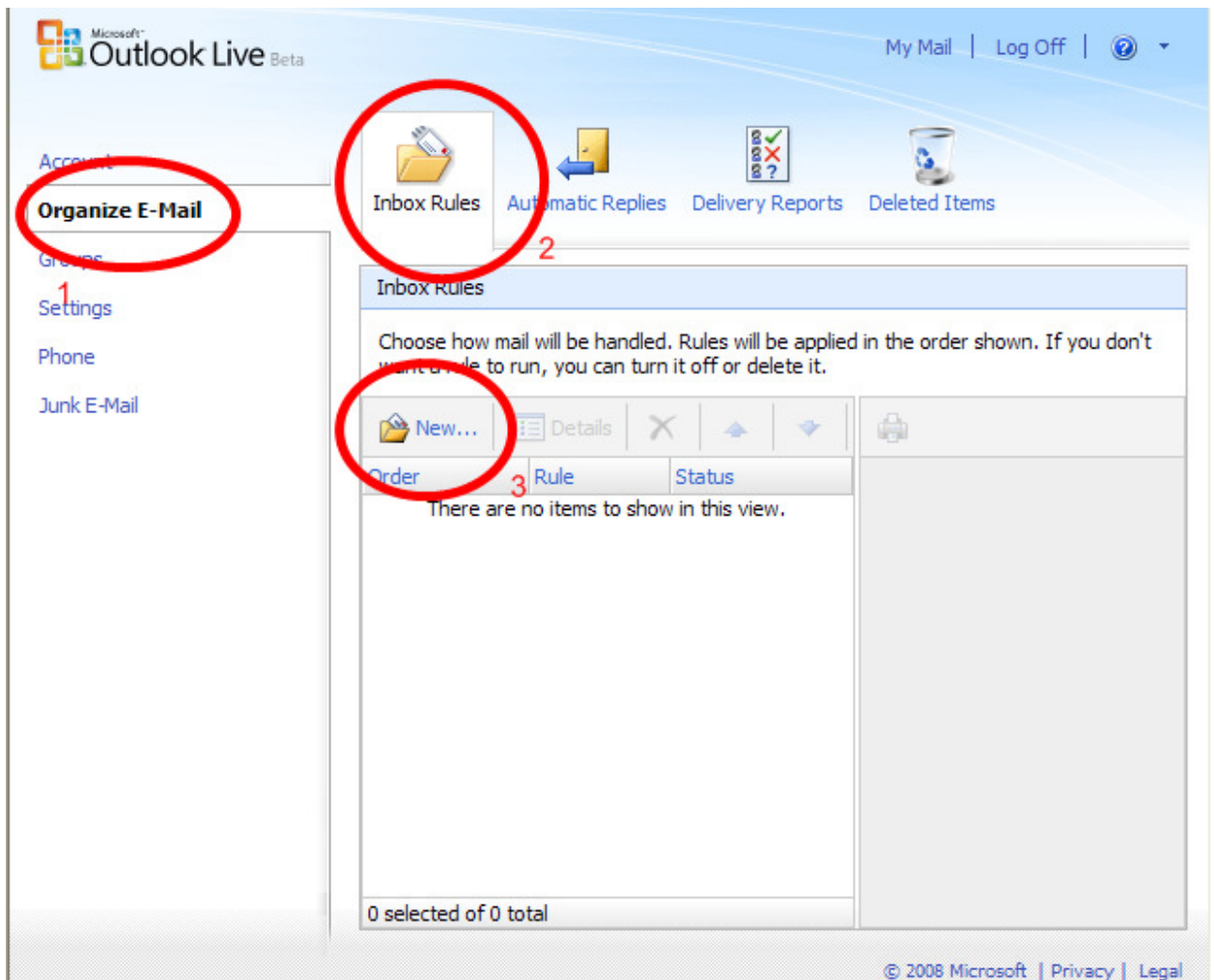
Note: If the “Use the blind and low vision experience” setting is enabled in your account, the necessary screen for setting up email forwarding will not be available. Also, not all web browsers support the components of the Student Email interface required for setting up mail redirecting. The following web browsers are known to be compatible:

|                   | Windows | Mac OS X | Linux    |
|-------------------|---------|----------|----------|
| Internet Explorer | ✓       | n/a      | n/a      |
| Mozilla Firefox   | ✓       | ✓        | ✗        |
| Safari            | ✗       | ✓        | n/a      |
| Opera             | ✗       | untested | untested |

- 1) Log into your email and click on “Options”.



- 1) Click on "Organize E-Mail" located in the left column menu.
- 2) Click the "Inbox Rules" tab along the top.
- 3) Click on "New...".



- 1) Click the first drop-down menu and select “[Apply to all messages]”.

New Inbox Rule ?

\*Required fields

Apply this rule...

\* When the message arrives, and:

Select one

- It was received from...
- It was sent to...
- It includes these words in the subject...
- It includes these words in the subject or body...
- It includes these words in the sender's address...
- My name is in the To or Cc box
- [Apply to all messages]**

---

✓ Save | ✗ Cancel

- 1) Click the second drop-down menu and select “Redirect the message to...”.  
(Note: do **NOT** select “Forward the message to...”. If you do select this, when you receive email at your other inbox, it will all say it is from your @students.wvu.edu account instead of the original sender.)

New Inbox Rule ?

\*Required fields

Apply this rule...

\* When the message arrives, and:

Select one

\* Do the following:

Select one

- Move the message to folder...
- Redirect the message to...**
- Forward the message to...
- Delete the message
- Send a text message to...

---

✓ Save | ✗ Cancel

- 1) Click on "Select one". This will open up a new window.

New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives, and:  
[Apply to all messages]

\* Do the following:  
Redirect the message to... \* Select one

Save Cancel

- 1) Under "To ->", enter the email address of where you want to mail to be redirected. For example, if you wanted your mail forwarded to joe.viking@blah.com, then that is what you would enter.
- 2) Click "OK". This will close the current window.

Address Book

Default Global Address List

All Rooms

Show other address lists

Contacts

My Contacts

Contacts

Message recipients:

To -> joe.viking@blah.com

OK Cancel

- 1) Make sure the correct email address where you wish your mail to be redirected to is listed.
- 2) Click "Save". Your mail will now be forwarded.

New Inbox Rule ?

\*Required fields

Apply this rule...

\* When the message arrives, and:  
[Apply to all messages] ▼

\* Do the following:  
Redirect the message to... 'joe.viking@blah.com'

1

---

2

✓ Save | ✗ Cancel