

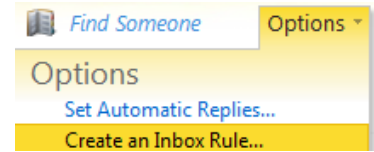
Library and Computing Help Desk

Forwarding Unimail to another e-mail account

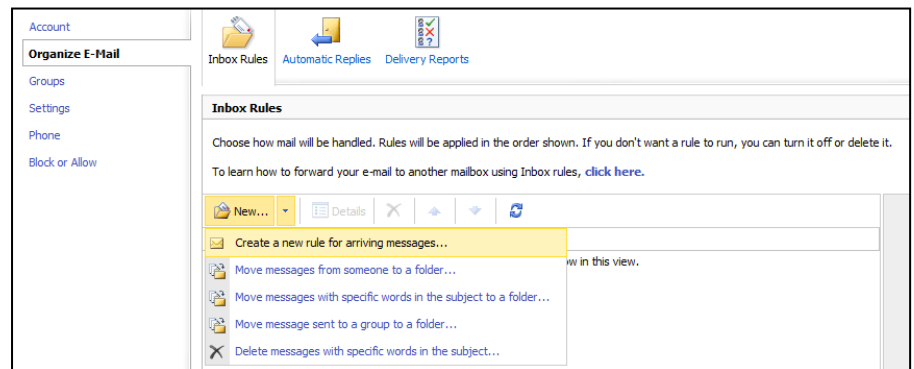
Forwarding Messages to another e-mail account

Login to your university Unimail e-mail account.

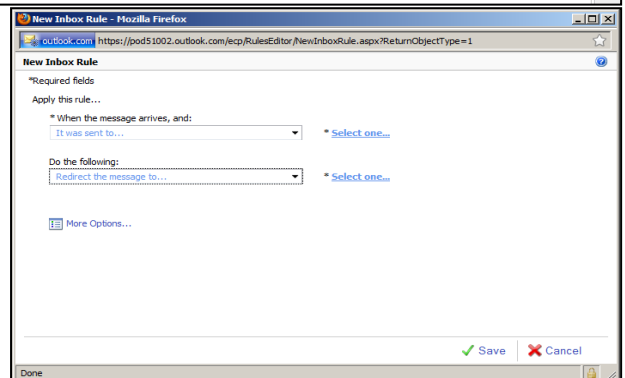
Click on the **Options** button at the top right of the mailbox window, from the dropdown menu select **Create an Inbox Rule**



Select **New** and from the dropdown menu select **Create a new rule for arriving messages**



In the ***When the message arrives and:** field, select from the list **Apply to all messages**



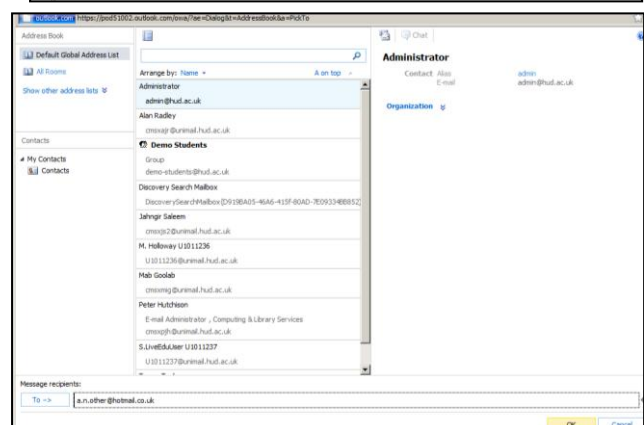
In the **Do the following:** field select from the list **Redirect the message to...**




The Address Book will open.

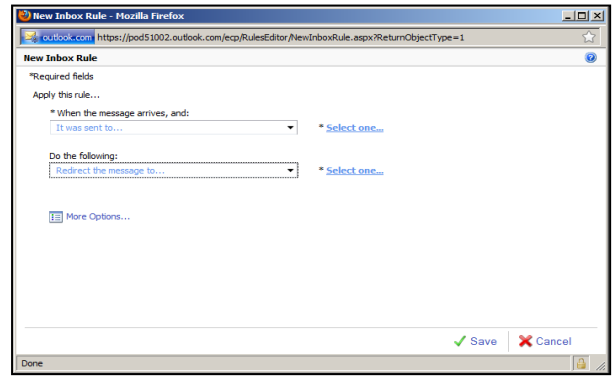
In the **Message Recipients:** field box at the bottom of the display enter the forwarding e-mail address.


You need to use the full form of the e-mail address, such as a.n.other@yahoo.co.uk and click **OK**

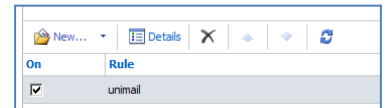


To give the rule a name click on the  More Options... button and fill in the name of rule field

Now click **Save** at the bottom of the New Inbox Rule window.

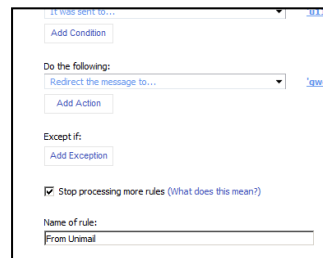


If you require to change the name of the rule at the Inbox Rules Window either double click the rule name or click on the Details  button. This opens the window as shown above, click on the More Options Button.




In the **Name of Rule** field give the Rule a name

Click **Save**



Click **OK** when you receive a warning about the rule applying to every message.

Click on the words **My Mail** at the top right of the window to return to the Inbox messages

To delete or change the rule click on the Options link and select **Forward your mail using Inbox Rules**, highlight the rule and select . To change details on the rule in the same section select the Details option  and change as required.