Creating a rule to redirect mail to another account

1) Select the gear icon in the upper right corner and then select "Mail"
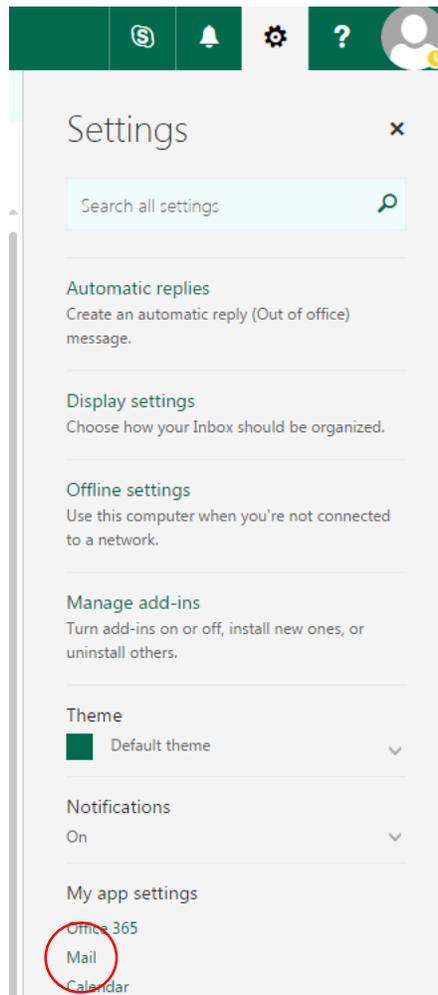
2) On the left select, under "Mail", select "Inbox and sweep rules". On the right will appear a form, under "Inbox Rules", select the "+" sign to create a new rule.

3) For field titled "Name", enter any name you wish; for the field titled "When the message arrives, and" <u>select the little arrow in the right side of the box</u>, this will expand the list of options. From this list select "[Apply to all messages]"
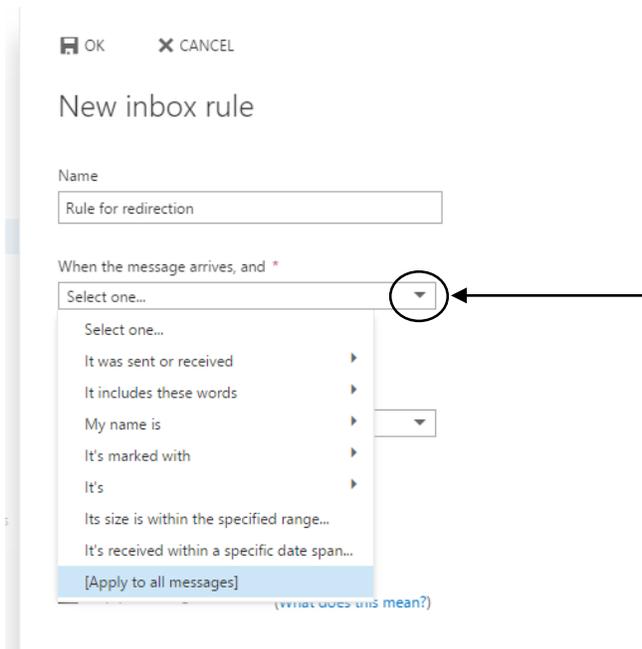
4) In the field titled "Do the following"; again select the little arrow in the right side of the box, this will expand the list of options. From this list select "Forward, redirect, or send" and then select "Redirect the message to …."
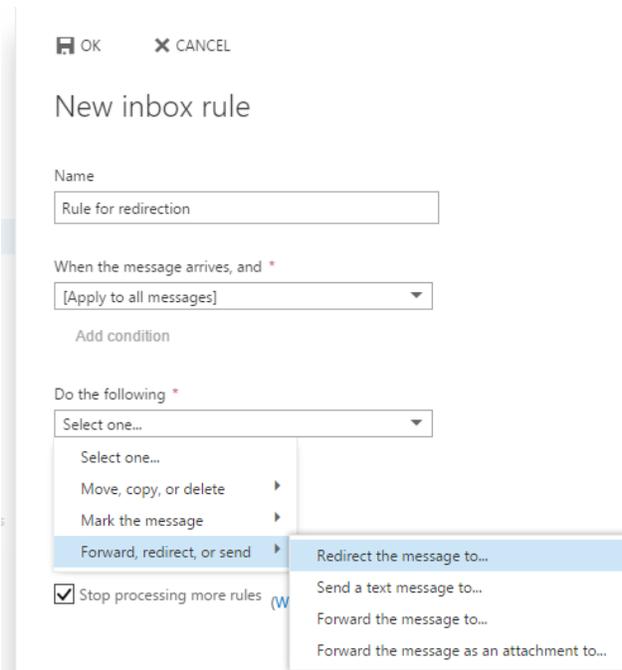
5) The directory will appear (in some browsers it may take a while, if this is the case select "groups" and then select "All" this will force it to load and stop). In the "To" field enter the entire address of the account that will receive the mail and then select "Use this address:…………"
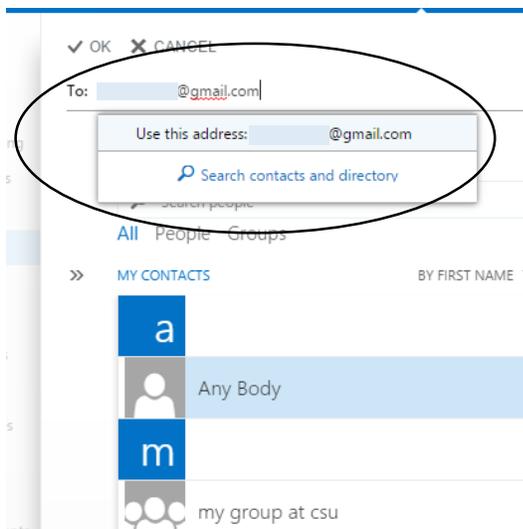
6) Once you verify the address is correct (select the "x" next to the address if it is not and repeat step 6) select "OK"
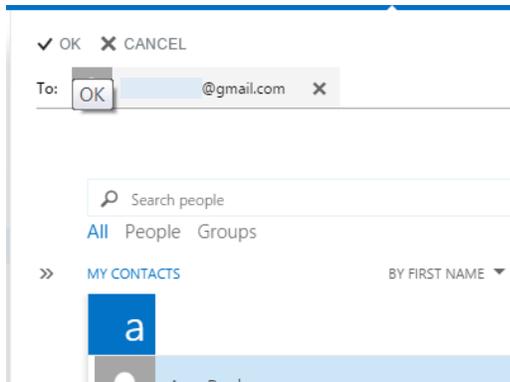
7) A screen similar to below will appear, verify the <u>information selected in the two fields</u> and the <u>address to where the mail is to be redirected</u>. If all is correct, select "OK"

8) The following may appear, if it does select :OK"

Warning

Using Outlook Web App or Windows PowerShell to modify your rules will delete any rules that were previously turned off using Outlook. If you want to preserve the rules you turned off using Outlook, click Cancel and use Outlook to edit your rules. If you want to proceed, click OK.

☐ Don't show me this message again

OK   Cancel
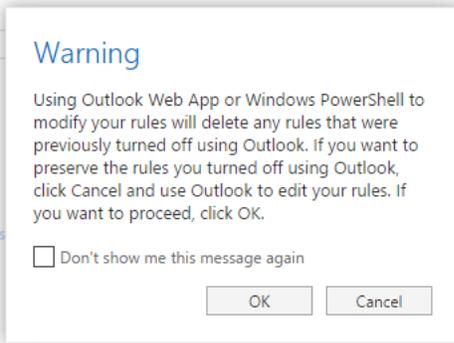
9) The rule just created will appear in the list of "Inbox rules". To the left of the rule name will be a small box with a check mark, this indicates that the rule is active. Rules take effect immediately.

Inbox rules

Choose how mail will be handled. Rules will be applied in the order shown. If

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Enabled	Name
☑	Rule for redirection

Rule: Rule for redirection

After the message arrives and...
[Apply to all messages]

Do the following...
redirect the message to 'carl.r.prince@gmail.com'
and stop processing more rules on this message

Except when...
NA

This rule is: On

Once the rule is active, anytime mail is sent to your CSU email address, a copy will be saved on your CSU account and a copy will be sent to the address that you defined in the rule. When you sign into your personal account, the mail will be in the Inbox and will show it coming from the sender.

When you read the mail on your personal account, it does not affect the mail that resides on the CSU account (so the mail on the CSU account will remain marked as unread), and when you reply, the replies will remain in your personal account.