# Creating a rule to redirect mail to another account

1) Sign into your CSU engage365 account at http://engage365.csuohio.edu using your CampusNet credentials (your CSU ID number and your CampusNet password).  If you do not recall your password, please call the IS&T Help Desk at ext 5050 and they will be able to assist you while on the phone.

2) Select the gear icon in the upper right corner and then select "Options"
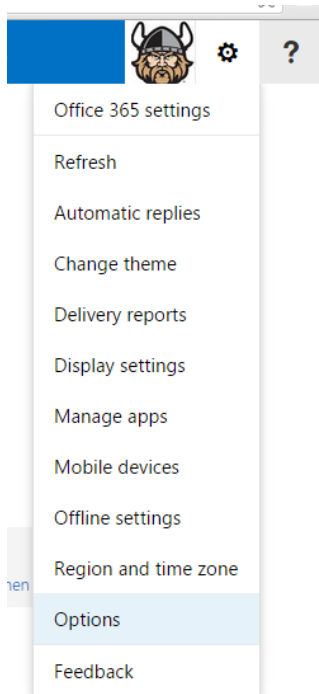
3) On the left select "Inbox rules" (you may have to expand the header titled "Mail" to see the list), and when this is done, to the right will appear a screen titled "Inbox rules", select the "+" sign. This is to create a new rule.
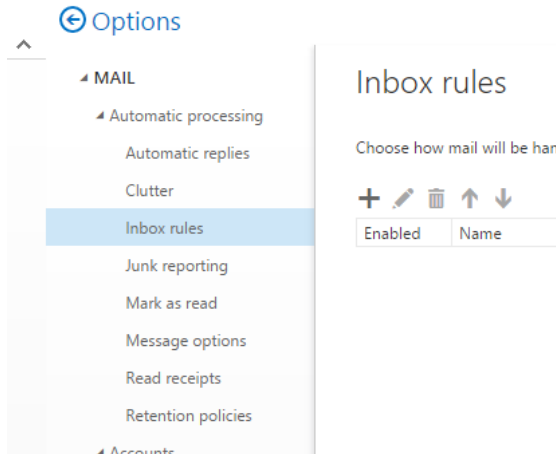
4) For field titled "Name", enter any name you wish; for the field titled "When the message arrives, and" <u>select the little arrow in the right side of the box</u>, this will expand the list of options. From this list select "[Apply to all messages]"
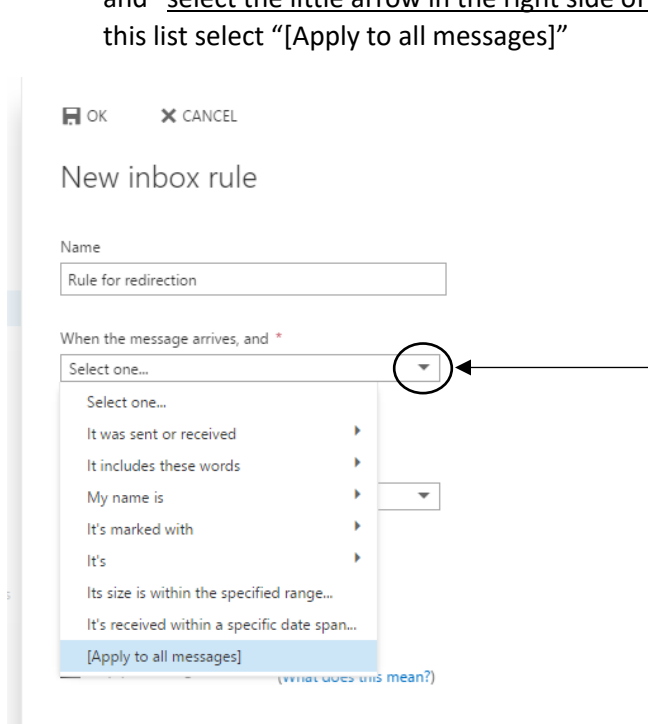
5) In the field titled "Do the following"; again select the little arrow in the right side of the box, this will expand the list of options.  From this list select "Forward, redirect, or send" and then select "Redirect the message to …."
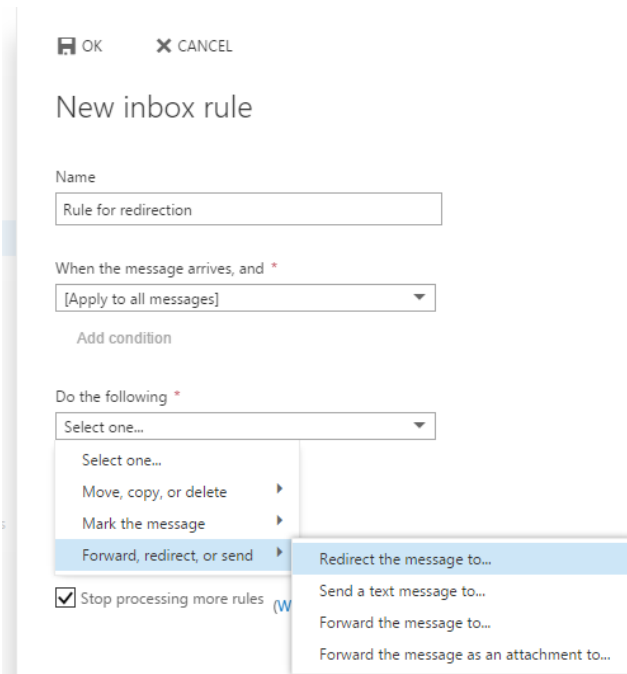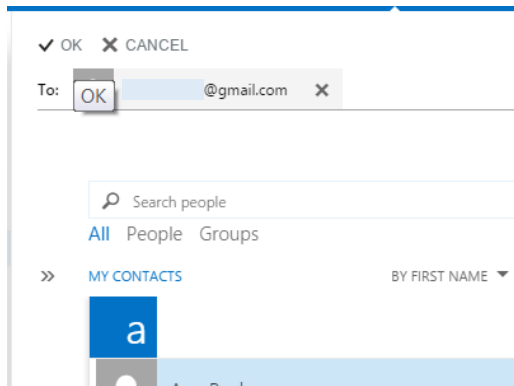


6) The directory will appear (in some browsers it may take a while, if this is the case select "groups" and then select "All" this will force it to load and stop).  In the "To" field enter the entire address of the account that will receive the mail and then select "Use this address:…………."
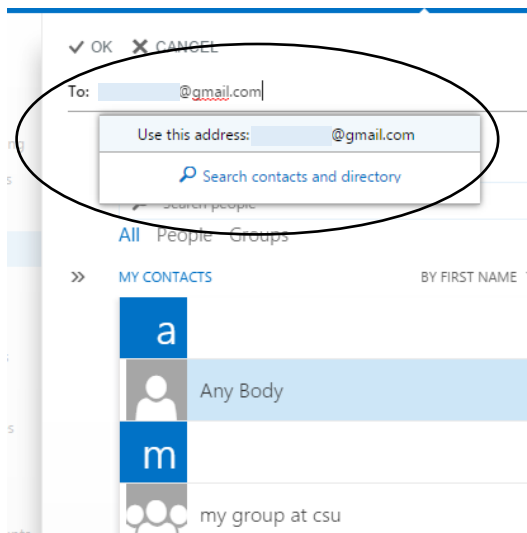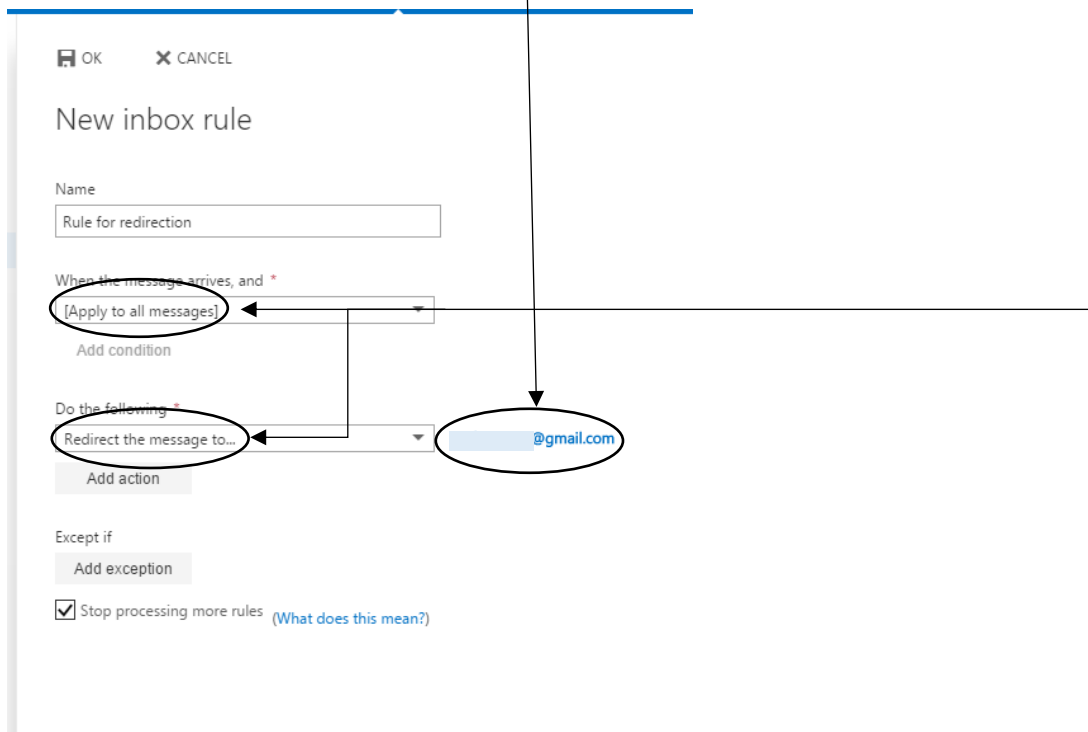
7) Once you verify the address is correct (select the "x" next to the address if it is not and repeat step 6) select "OK"

✔ OK   ✖ CANCEL

To:   OK        @gmail.com   ✖

🔍 Search people

All   People   Groups

»   MY CONTACTS                    BY FIRST NAME ▼

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8) 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"

💾 OK      ✖ CANCEL

New inbox rule

Name

Rule for redirection

When the message arrives, and *

[Apply to all messages]          ▼

Add condition

Do the following *

Redirect the message to...        ▼          @gmail.com

Add action

Except if

Add exception

☑ Stop processing more rules   (What does this mean?)

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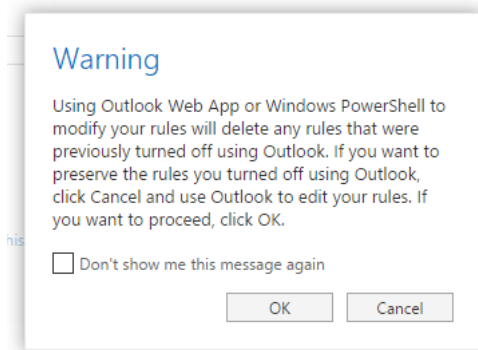
10) The rule just created will appear in the list of "Inbox rules". To the left of the rule name will be a small box with a check mark, this indicates that the rule is active. Rules take effect immediately.

**Inbox rules**

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

\+ ✎ 🗑 ↑ ↓

| 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**

11) To sign out of your account, to the left of the gear icon will be a grey box with an outline of a head (sample shows a picture but in your case it should be a grey box since you have not defined a picture), select this grey box and from the list that appears select "Sign Out"
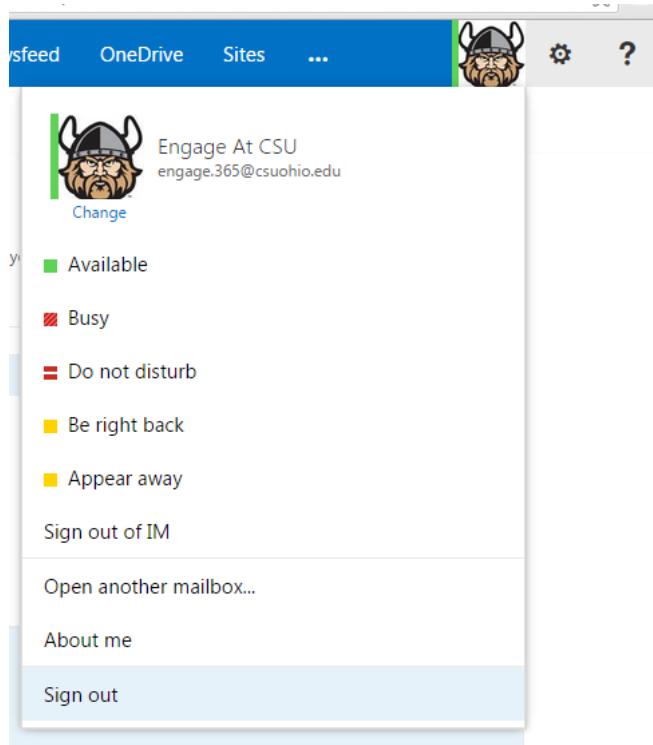


Now what will occur is that anytime mail is sent to your CSU email address, a copy will be saved on your CSU account and a copy will be sent to the address that you defined in the rule. When you sign into your personal account, the mail will be in the Inbox as usual, and will show it coming from the sender just as it did when the forwarding was set. 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.

Your CSU email account has a 50 Gb mailbox, so you do not need to sign in constantly into the CSU mailbox to delete mail that is no longer relevant. You may also leave this set on a permanent basis if you so choose.