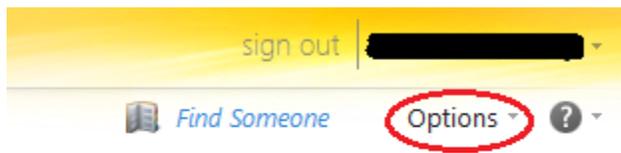


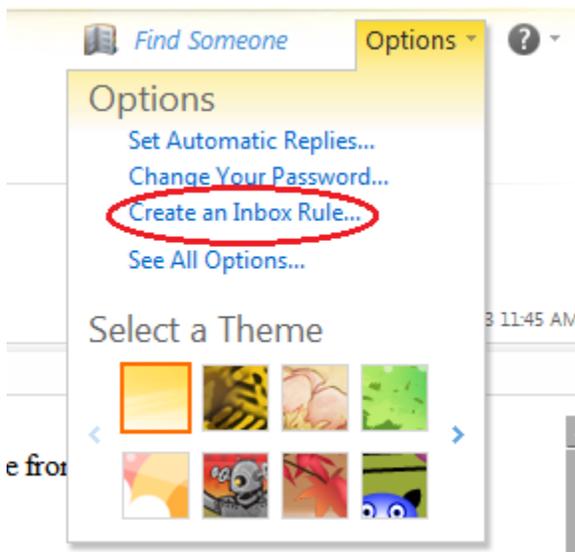
# How to Create an Inbox Rule to forward emails:

Students graduating in Spring 2013 will have their email until the end of the calendar year. We want to encourage you to create another email account for professional correspondence such as gmail, AOL, or Yahoo! To forward incoming emails to your new email account, please follow directions below. To forward existing emails to a new email account, you will have to forward them manually.

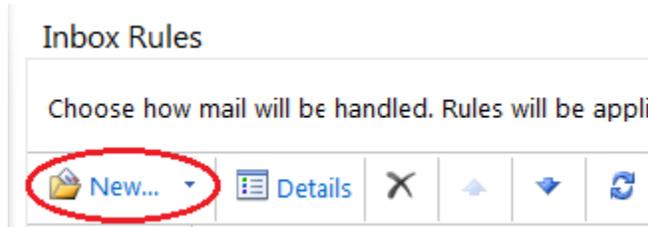
1. Select the options button in the top left corner



2. Select: Create an Inbox Rule



3. Select: New



4. For “When the message arrives, and: Select: My name is in the To or CC box

\* When the message arrives, and:

My name is in the To or Cc box ▼

5. For “Do the Following” Select: Redirect the message to

Do the following:

Select one ▼

Select one

Move the message to folder...

Mark the message with a category...

Redirect the message to...

Delete the message

Send a text message to...

6. At the bottom, enter the new email address you would like your emails forwarded to into the To: box

Message recipients:

To ->

7. In bottom right corner select: OK

OK

8. In bottom right corner select: Save

✓ Save ✗ Cancel