Forwarding your CCSJ email to an external email account

1. **Go** to [https://mail.ccsj.edu](https://mail.ccsj.edu) and **log in** to your CCSJ webmail. If you need assistance logging on, please contact the Computer Services Help Desk:
   Room 182 (mailroom)
   (219) 473-4366
   computerservices@ccsj.edu

2. Once logged on, **click** the gear icon in the top-right of the window then **click** ‘Set automatic replies’
3. **Click the ‘inbox rules’ tab**

4. **Click the plus + icon then click ‘Create a new rule for arriving messages...’**
5. In the ‘new inbox rule’ window, enter a rule name. ‘Redirect’ is the name we’re using here, although you can use any name you prefer.

Select ‘[Apply to all messages]’ in the ‘*When the message arrives, and:’ select box

Select ‘Redirect the message to...’ in the ‘Do the following:’ select box

6. You will see a popup window, in the ‘To’ field, enter the email address to which you wish to forward your CCSJ email, then click ✔ OK
7. You will be taken back to the ‘new inbox rule’ page with a summary of your changes. Click ‘save’

8. In the ‘warning’ popup, click ‘yes’ to complete the email redirection rule

9. You will now see the completed email redirection rule. From now on (until you delete the rule or change it), emails sent to your CCSJ email address will be redirected [forwarded] to whichever email address you prefer. **NOTE**: this only applies to new email messages; any previous messages will remain in your CCSJ mailbox.