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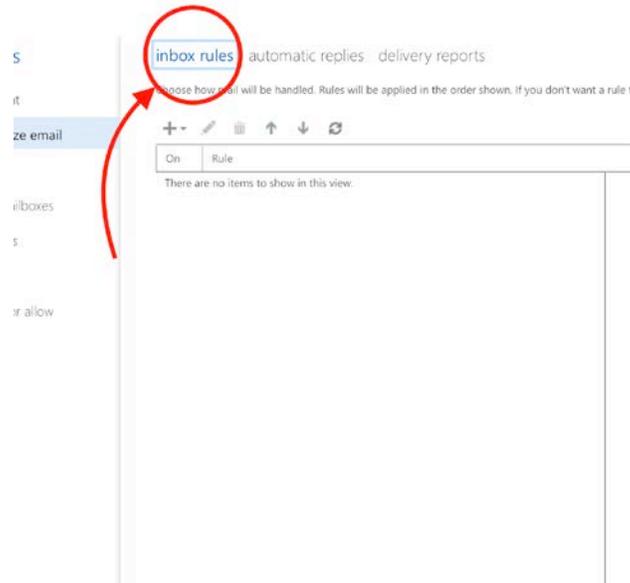
1. **Go** to https://mail.ccsj.edu and **log in** to your CCSJ webmail. If you need assistance logging on, please contact the Computer Services Help Desk:
Room 182 (mailroom)
(219) 473-4366
computerservices@ccsj.edu
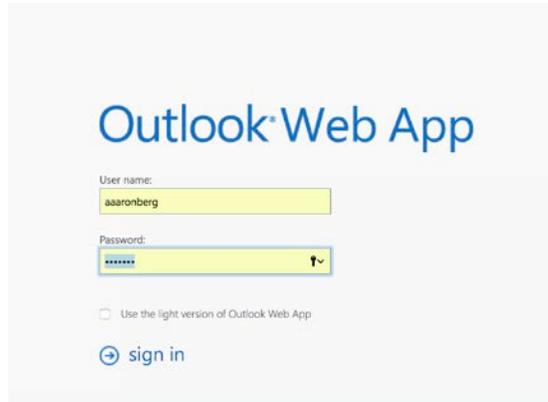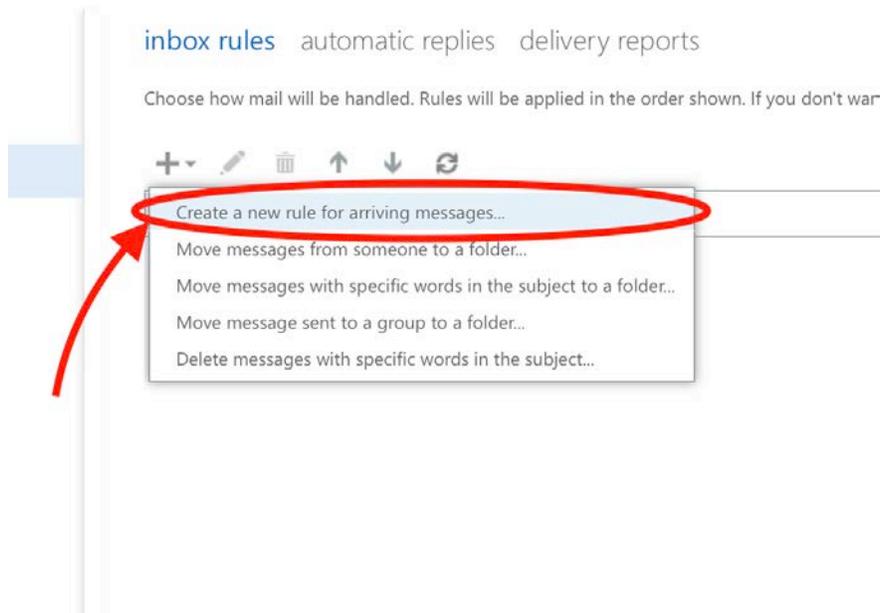

2. Once logged on, **click** the gear icon in the top-right of the window then **click** 'Set automatic replies'
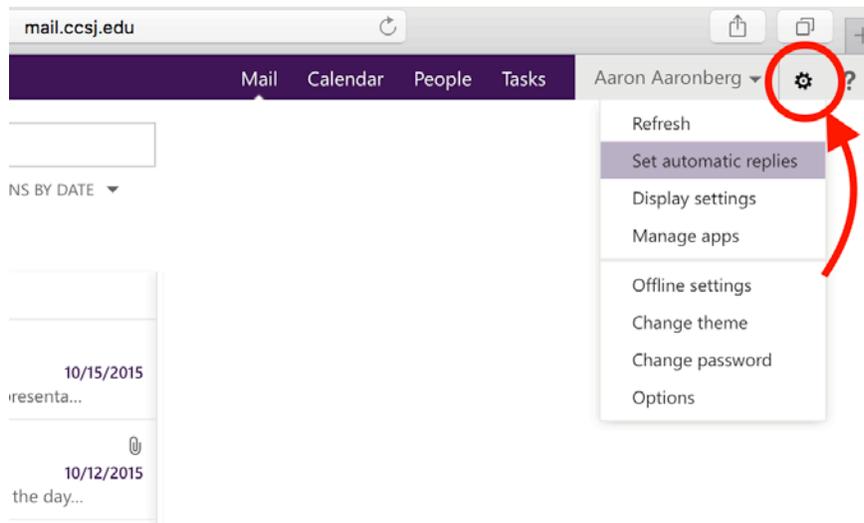
3. **Click** the 'inbox rules' tab

4. **Click** the plus ✚ˇ 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

   new inbox rule

   Apply this rule...
   Name:

   → Redirect

   *When the message arrives, and:

   → [Apply to all messages] ▼

   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. 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

   ✓ OK   ✗ CANCEL

   To 1gigdrive@gmail.com

   ⟳

   🔍 Search people

   All People Groups

   » MY CONTACTS   BY FIRST NAME ▼

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.