## Forwarding your CCSJ email to an external email account

 Go to <u>https://mail.ccsj.edu</u> 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

outiot	
aaaronberg	
Password:	
	<b>t~</b>

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

mail.ccsj.edu		Ċ				
	Mail	Calendar	People	Tasks	Aaron Aaronberg 👻 🏩 ?	
					Refresh	
					Set automatic replies	
NS BY DATE 🔻					Display settings	
					Manage apps	
					Offline settings	
					Change theme	
10/15/2015					Change password	
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0 <b>10/12/2015</b> the day						

3. Click the 'inbox rules' tab



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:					
$\rightarrow$	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

<b>√</b> C	OK X CANCEL		
To 1	gigdrive@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'

Name			
Redirect			
"When the message arrives, and:			
[Apply to all messages]	-		
Do the following:			
Redirect the message to	•	'1gigdrive@gmail.com'	

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

warni	ng
	5
Do you wa	ant this rule to apply to all future messages?
	ves no

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.

inbox	rules	autor	natic	replies	delivery reports
Choose	how mail	will be ha	andled.	Rules wil	be applied in the order shown. If you do
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On	Rule				
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