

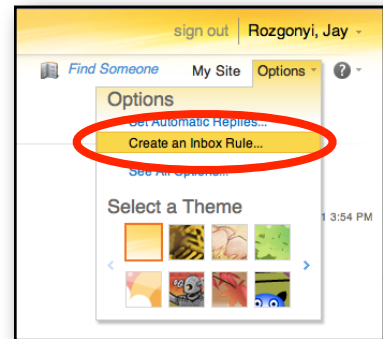


Automatically Forwarding Fairfield Email to Another Account

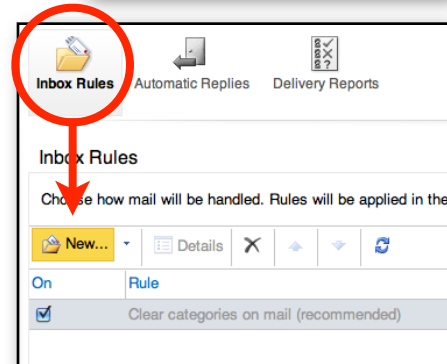
For some part-time employees, such as adjunct faculty, regularly checking an @fairfield.edu email account can be an inconvenience, especially if they only receive a few messages there. Still, the University is obligated to send all official communications to an official @fairfield.edu account, so C&NS has provided these instructions for users who wish to have ALL their official University email automatically sent to an alternate account. The process will not stop mail from coming in to the University account; it will simply take each message that's received and automatically and immediately send a copy to the account the user specifies.

To begin the setup process, go to the Email Web Access in a web browser (<http://www.fairfield.edu/mail>) and log in with your NetID and password.

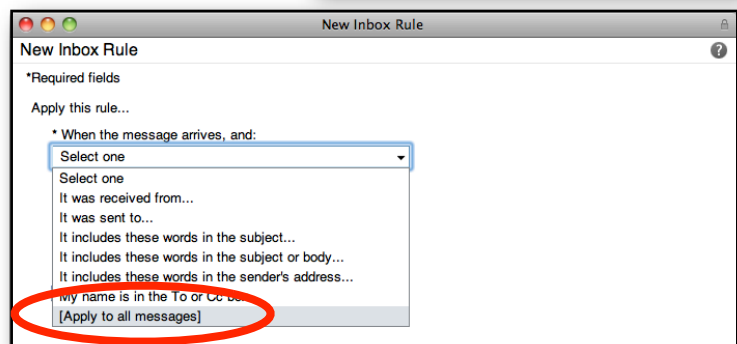
1. Once you've logged in, find the *Options* menu at the top right-hand side of the window and select **Create an Inbox Rule...**



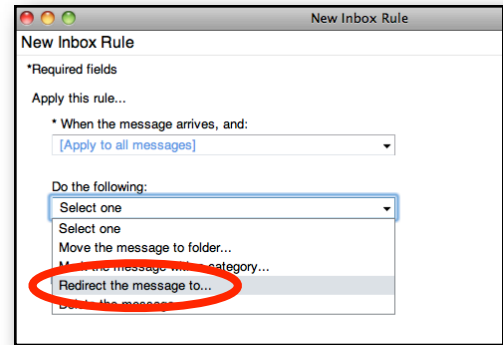
2. Click on the **Inbox Rules** icon and then select **New...** just below it.



3. In the *New Inbox Rule* window go to the drop-down menu under *When the message arrives, and;* select **[Apply to all messages]**



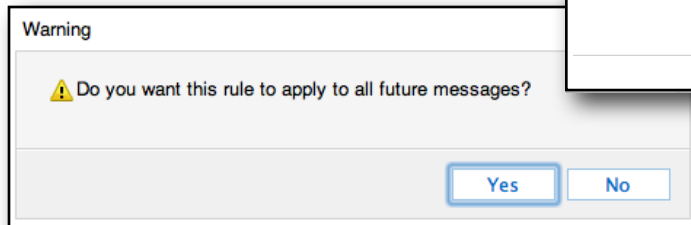
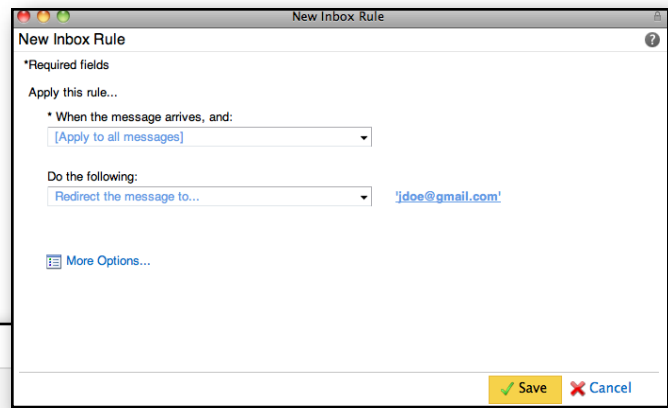
4. In the second drop-down menu, under *Do the following*, select **Redirect the message to...**



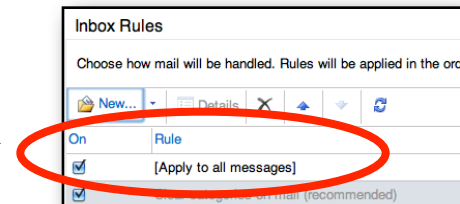
5. You'll be taken to a screen with the entire address available for searching; at the bottom of the screen, however, you'll see a field with **Message recipients:** and **To >**. Enter the address that you'd like all your mail forwarded to and click **OK**.



6. You'll now be returned to the *New Inbox Rule* window, where you'll see the complete rule filled in. Click **Save**, followed by **Yes** in the *Warning* box that appears, which asks you to verify this decision.



The new rule will now appear in your list of *Inbox Rules*, with the checkbox marked denoting that it is turned on and active.



NOTE: The fact that your messages are being sent to a secondary email account does **NOT** mean that they are not still arriving in your @fairfield.edu mailbox. You still need to periodically log in to <http://www.fairfield.edu/mail> to delete the messages that are in your Inbox as well as those in your Sent Items. Please remember to empty the trash when you are done deleting messages.