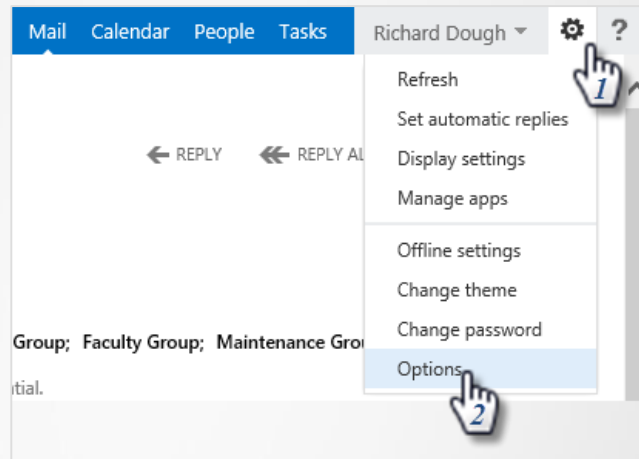


# Forward your Email

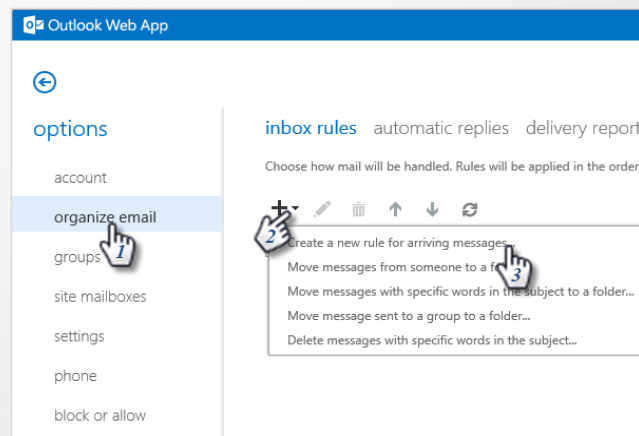


Forwarding your Email automatically to another email address can be useful when you are going away on vacation or using a different email address for a certain period of time.

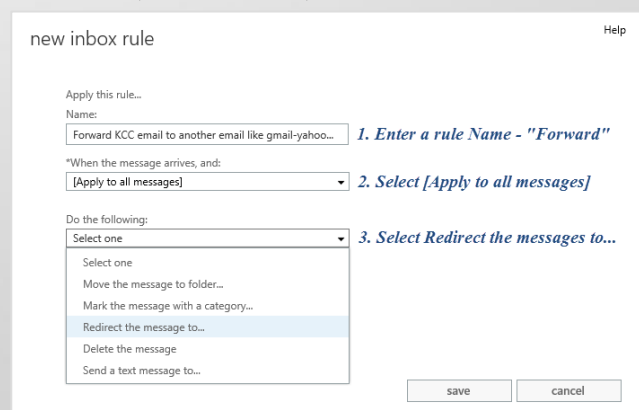
Once inside your email, click on **Settings** (gear icon) at the top right of your screen, then select **Options**.



From the Options column, select **organize email** and click on the down arrow next to the Plus icon. Select **Create a new rule for arriving messages...**



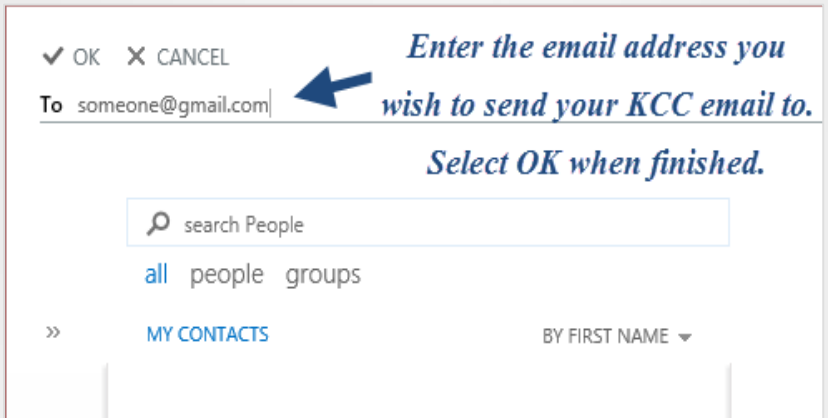
1. Name: Give your Rule a name that makes sense to you in case you want to delete the rule at a later date.
2. When the message arrives, and: You will want to select **Apply to all messages**.
3. Do the following: Select **Redirect the message to...**



To view a short video please visit:

<http://helpdesk.kellogg.edu/is/helpdesk/forward.html>

Once you have selected **Redirect message to...** a new window will open. Enter the email address you wish to send your KCC email to.



✓ OK X CANCEL

To someone@gmail.com

Enter the email address you wish to send your KCC email to.

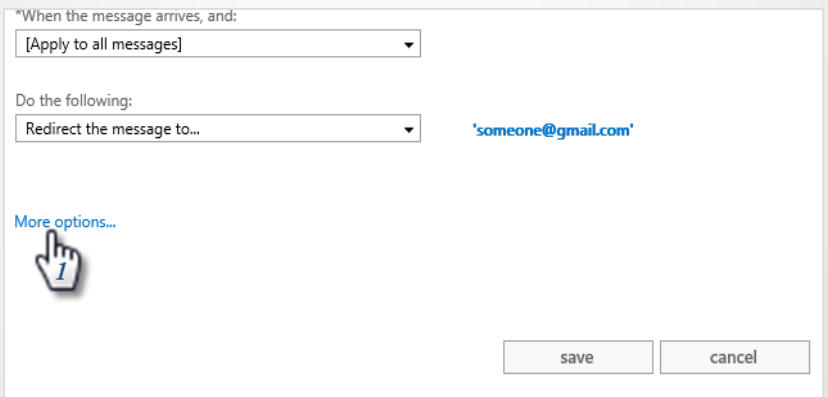
Select OK when finished.

search People

all people groups

>> MY CONTACTS BY FIRST NAME ▾

Click on the **More options...** link



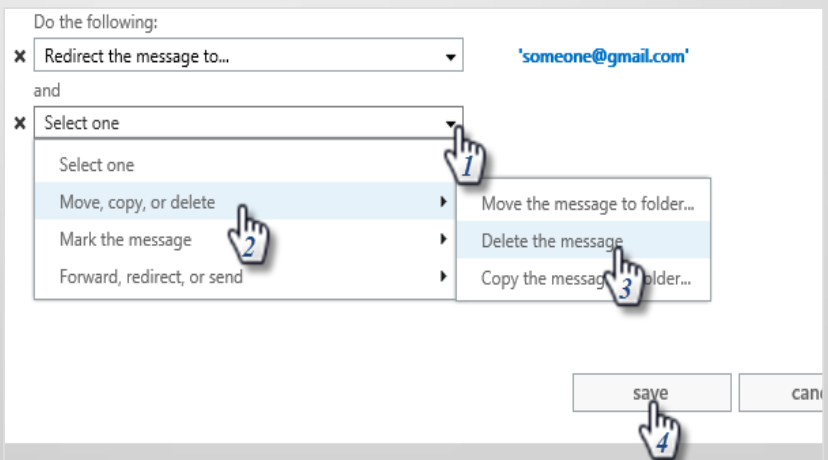
\*When the message arrives, and:  
[Apply to all messages]

Do the following:  
Redirect the message to... 'someone@gmail.com'

More options...

save cancel

Using the drop down menu, hover over the **Move, copy or delete** option and select **Delete the message** option. Finally, click on the **Save** button.



Do the following:

x Redirect the message to... 'someone@gmail.com'

and

x Select one

Select one

Move, copy, or delete

Mark the message

Forward, redirect, or send

Move the message to folder...

Delete the message

Copy the message to folder...

save cancel

*FYI: This will delete from the KCC email system only.*

To view a short video please visit:  
<http://helpdesk.kellogg.edu/is/helpdesk/forward.html>