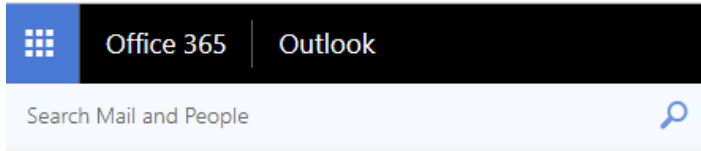


## Email Forwarding

Please note that email forwarding can be set up if you prefer to have your CSCC email forwarded to another address. If you choose to set up forwarding it is your responsibility to verify that it is working properly.

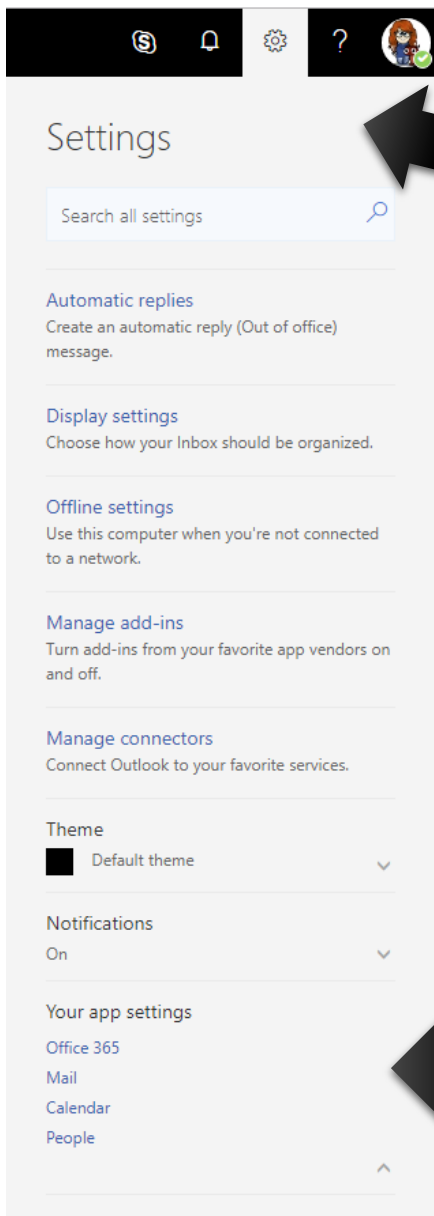
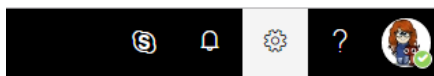
Log in to your CSCC account:

<http://mail.csc.edu>



Note **Office 365** in the LEFT corner

In the **RIGHT** corner, Click the **Gear** icon.



The Gear icon displays **Settings** panel.

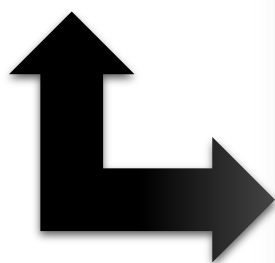
Click **Mail** located near the bottom of the **Settings** panel.

Review the **Mail** options and select **Inbox and Sweep Rules**.

The image shows two screenshots from the Outlook interface. The top screenshot displays the 'Mail options' page. On the left, a navigation pane lists various settings under the 'Mail' category, with 'Inbox and sweep rules' highlighted. A large black arrow points from the left towards this menu item. The main content area of the 'Mail options' page provides an overview of the settings categories: Automatic processing, Accounts, Layout, and S/MIME. The bottom screenshot shows the 'Inbox rules' configuration page. The 'Inbox and sweep rules' option in the left navigation pane is highlighted, and a black arrow points from this menu item to the plus sign (+) icon located above the table of existing rules. The table has columns for 'On' and 'Name'.

Click the **PLUS** + sign under **Inbox**

**Rules to Create a New Rule.**



This is a close-up screenshot of the 'Inbox rules' table. The table has two columns: 'On' and 'Name'. The 'On' column contains a plus sign (+) icon. A small white box with the text 'Add' is positioned over the plus sign icon, indicating the action to be taken to create a new rule.

OK Cancel

### New inbox rule

Name

CSCC Email Forwarding

When the message arrives, and it matches all of these conditions

[Apply to all messages]

Add condition

Do all of the following

Select one...

Select one...

Move, copy, or delete

Pin the message

Mark the message

Forward, redirect, or send

Forward the message to...

Forward the message as an attachment to...

Redirect the message to...

Send a text message to...

In the **Name** field, type a name for the Email Forwarding Rule.

For example: **CSCC Email Forwarding**

In the second field, select:

**[Apply to all messages]**

In the third field, select:

**Forward, redirect or send**

**AND**

**Forward the message to...**

Save Cancel

Forward the message to... yourpreferredemail@work.com

Next to **Forward the Message to...**

Type the email address you check most frequently.



OK Cancel

### New inbox rule

After you've typed in and email address, remember to click **OK**.