

Setting a Forwarding Rule on Your Student Email Account

Create a Forwarding Rule

- Log into your SU email.
- Click the **Settings** icon (looks like a gear) in the upper right corner of your email box, to the left of your name.
- In the **Your app settings** section at the bottom, click **Mail**.
- In the **Options** sidebar, expand **Mail**, expand **Accounts**, and click on **Forwarding**.
- Click **Start Forwarding**, and enter an email address to forward your mail to.
- If you wish to keep a copy of forwarded messages in your inbox, leave the checkbox checked. To delete forwarded messages, uncheck that box.
- Click **Save**.

Turn off a Forwarding Rule

- Log into your SU email.
- Click the **Settings** icon (looks like a gear) in the upper right corner of your email box, to the left of your name.
- In the **Your app settings** section at the bottom, click **Mail**.
- In the **Options** sidebar, expand **Mail**, expand **Accounts**, and click on **Forwarding**.
- Click **Stop Forwarding**.
- Click **Save**.

Advanced Forwarding

You can also use Inbox and Sweep rules to create more detailed or complex forwarding rules.

- Log into your SU email.
- Click the **Settings** icon (looks like a gear) in the upper right corner of your email box, to the left of your name.
- In the **Your app settings** section at the bottom, click **Mail**.
- In the **Options** sidebar, expand **Mail**, expand **Automatic Processing**, and click on **Inbox and sweep rules**.
- In **Inbox Rules**, click the **Plus** symbol to create a new rule.
- Name the rule.
- Use the drop down boxes to select what condition(s) you want to match to apply your rule, and to choose to Forward, redirect or send the email. Follow the windows that appear to select email addresses, etc.
- When you are finished setting up your rule, click **OK**, and then click **Save**.

To turn off inbox rules, go back to the **Inbox and sweep rules** options as shown above. You can uncheck the box next to the rule and hit **Save** to turn the rule off temporarily, or select the rule, click the **Delete** icon and then click **Save** to permanently remove the rule.