

Forwarding UAH Email to a Different Address

Audience

This document is for UAH affiliates.

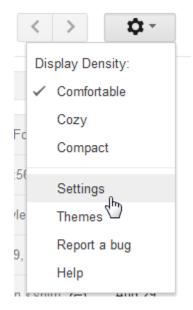
Overview

This document details the process of setting up a forward from a UAH account to a different email address.

Setting Up a Forward

In order to manage mail from a single account, you can forward email in your @uah.edu account to a different email address using the following steps.

1. From your UAH Google Apps Mail, click on Mail Settings from the gear link.



2. Select the tab for Forwarding and POP/IMAP. In the Forwarding section select Add a forwarding address.

General Labels	s Accounts Filters Forwarding and POP/IMAP Chat Web Clips Labs Inbox Offline Themes
Forwarding:	 Disable forwarding
Learn more	○ Forward a copy of incoming mail to jane.charger@gmail.com
	keep UAHuntsville Mail's copy in the Inbox
	Add a forwarding address Tip: You can also forward only some of your mail by creating a filter!

3. In the resulting window, type the address you want to forward to.

Add a forwa	arding address	
Please enter a	new forwarding email address:	
charlescharger	2@gmail.com	
Next	Cancel	

4. A window displays confirming the forward. Click Proceed to display a window indicating a confirmation code has been sent.

Forwarding m	ail to charleschar	ger2@gmail.co	m	
Procred	Cancel			
43				

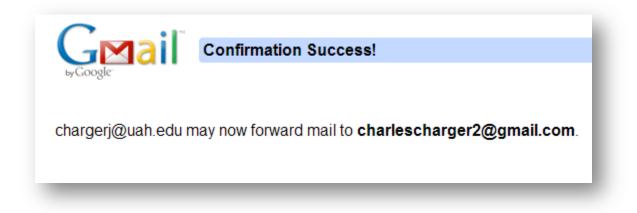
5. If the account is not a @uah.edu account, log into the account that you want to forward to, so you can confirm the forward. Select the message from the UAH Team regarding forwarding confirmation.

VMware® C	loud Computing - www.vmwa	are.com/whiteboard - Discover an IT Infrastructure Built For Everything. Except Limitations.	Why this ad?
	UAHuntsville Team	(#58432475) UAHuntsville Forwarding Confirmation - Receive Mail from charge	11:16 am
	Google+ team	Create circles to make Gmail even better - Create circles to make Gmail even bet	11:10 am

6. In the message, click on the link to accept the request.

UAHuntsville Team mail-noreply@uah.edu 11:16 AM (2 minutes ago) ☆ • •
<u>chargerj@uah.edu</u> has requested to automatically forward mail to your email address <u>charlescharger2@gmail.com</u> . Confirmation code: 58432475
To allow <u>chargerj@uah.edu</u> to automatically forward mail to your address, please click the link below to confirm the request:
https://mail.google.com/mail/vf-5920c49737-charlescharger2%40gmail.com- sYyVF09OMDQM7_cDil ^{lm} 1oxSa1fY
If you click the link and it appears to be broken, please copy and paste it into a new browser window. If you aren't able to access the link, you can send the confirmation code 58432475 to <u>chargerj@uah.edu</u> .
Thanks for using UAHuntsville!
Sincerely,
The UAHuntsville Team
If you do not approve of this request, no further action is required. <u>chargerj@uah.edu</u> cannot automatically forward messages to your email address unless you confirm the request by clicking the link above. If you accidentally clicked the link, but you do not want to allow <u>chargerj@uah.edu</u> to automatically forward messages to your address, click this link to cancel this verification: <u>https://mail.google.com/mail/uf-5920c49737-charlescharger2%40gmail.com-</u> <u>sYyVF09OMDQM7_cDitn1oxSa1fY</u>
To learn more about why you might have received this message, please visit: <u>http://support.google.com/mail/bin/answer.py?answer=184973</u> .

7. A confirmation success window displays indicating that it is possible to forward to the verified address.



- 8. Go back to the UAH Google Apps account and refresh your browser. The new email is available now to forward to, but the default is to Disable Forwarding.
- 9. Change the default to forward a copy of incoming mail to the new address. Use the dropdown to indicate how you want to treat the email in the Google Apps UAH account. Your options are to keep an unread copy in the mailbox (the default), mark the message as read, archive the email, or delete the email.

General Labels	Accounts	Filters	Forwarding and POP/IMAP	Chat	Web Clips	Labs	Inbox	Offline	Themes
Forwarding: Learn more		 Forwakeep keep keep mark archir 	le forwarding Ird a copy of incoming mail to cr UAHuntsville Mail's copy in the I UAHuntsville Mail's copy in the I UAHuntsville Mail's copy as rear ve UAHuntsville Mail's copy can also notward only softhe or yo	nbox nbox J	, in the second se		use)	•	and

Note: Remember that you have 25 gigabytes of space available and retaining your email in this account, depending on how much mail you receive, could potentially reach that limit. If you receive a lot of mail and retain the mail, you may want to periodically log in and delete messages. *Note:* Only one "Forward" is permitted but you can add multiple addresses and use filters to forward to multiple addresses.

10. Click Save Changes at the bottom of the window.