



OFFICE OF INFORMATION TECHNOLOGY
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Forwarding UAH Email to a Different Address

Audience

This document is for UAH affiliates.

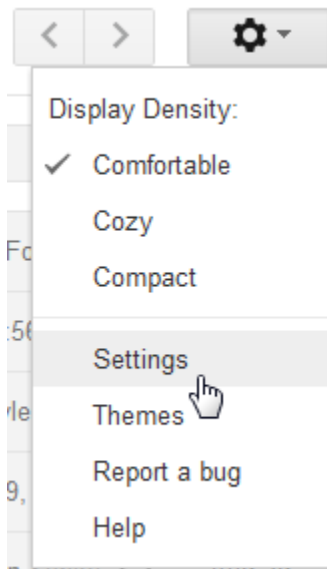
Overview

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

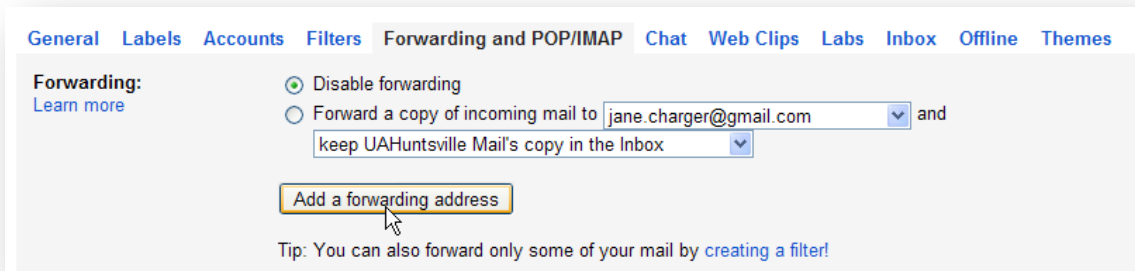
Setting Up a Forward

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.

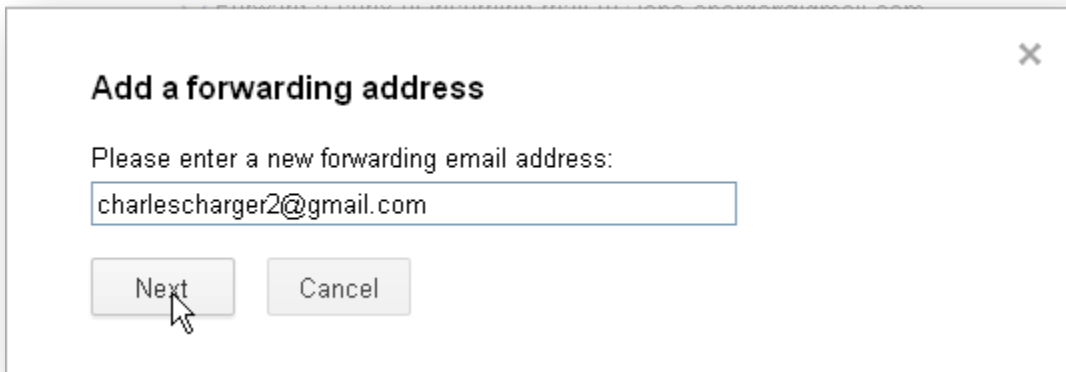
1. From your UAH Google Apps Mail, click on Mail Settings from the gear link.



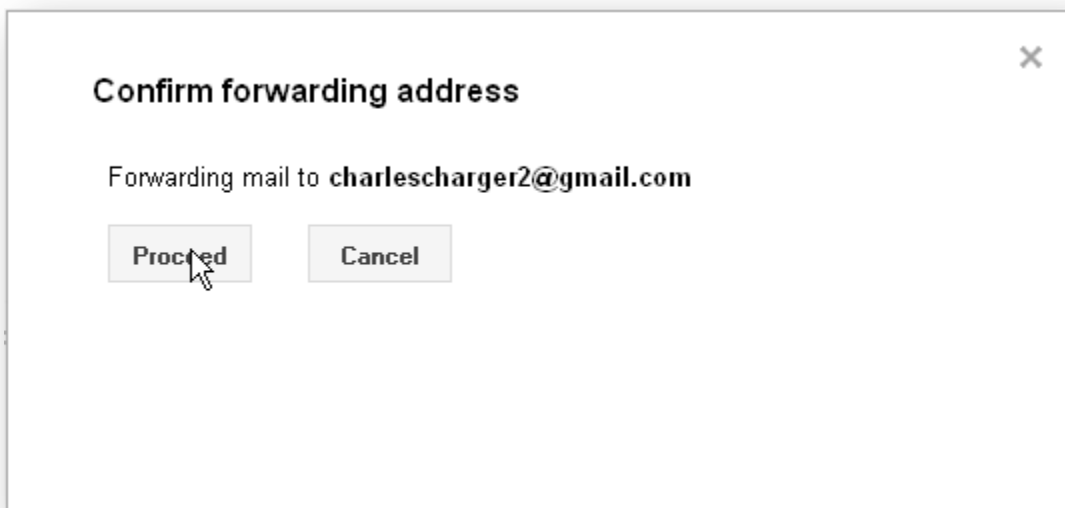
2. Select the tab for Forwarding and POP/IMAP. In the Forwarding section select Add a forwarding address.



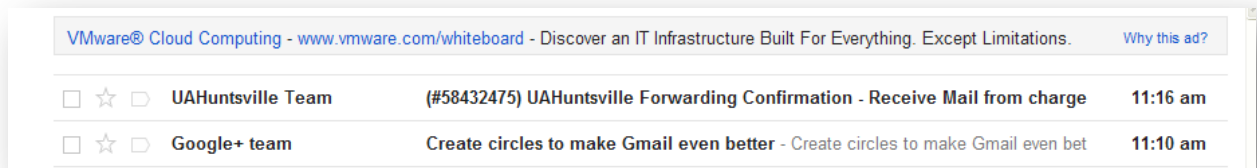
3. In the resulting window, type the address you want to forward to.



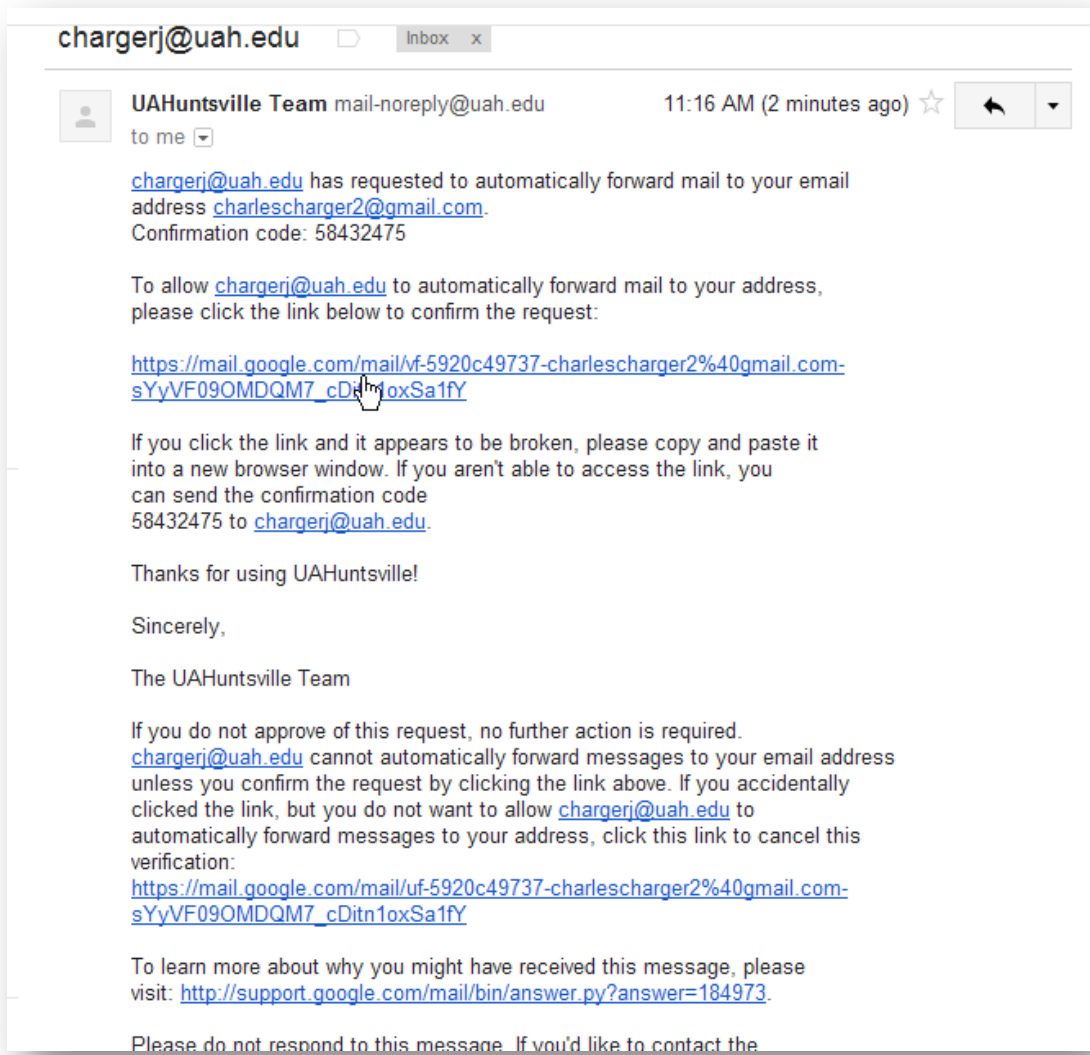
4. A window displays confirming the forward. Click Proceed to display a window indicating a confirmation code has been sent.



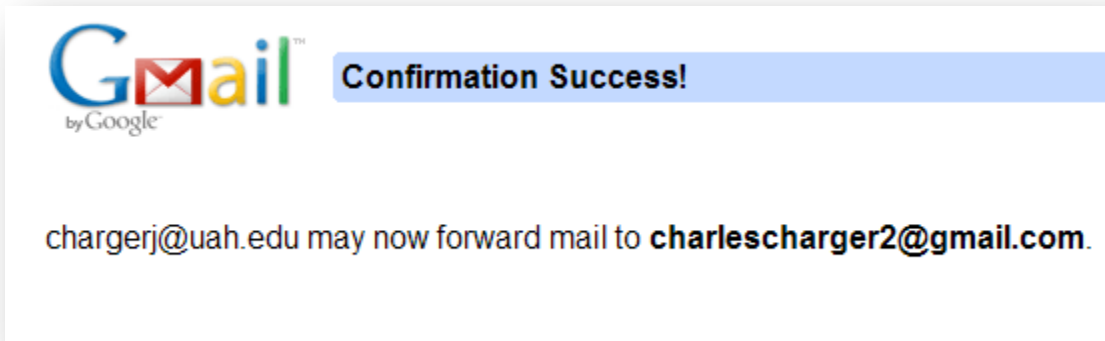
5. If the account is not a @uah.edu account, log into the account that you want to forward to, so you can confirm the forward. Select the message from the UAH Team regarding forwarding confirmation.



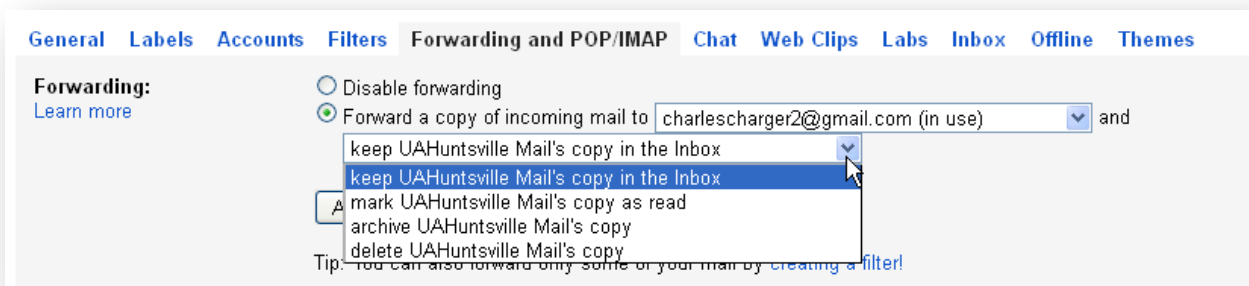
6. In the message, click on the link to accept the request.



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.



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.