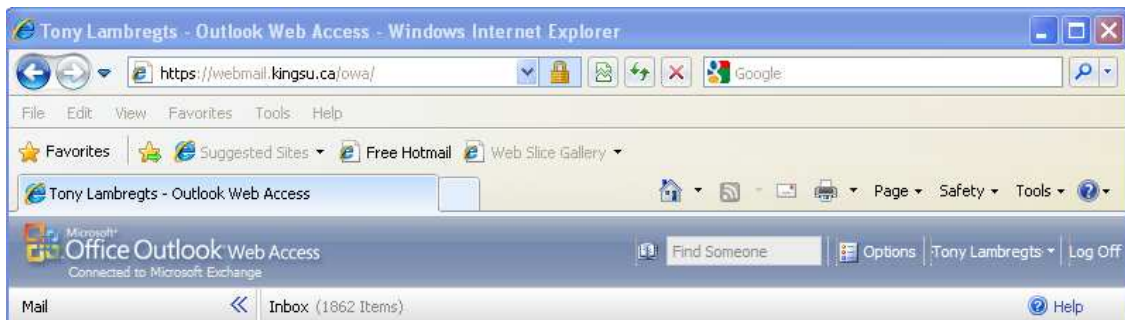


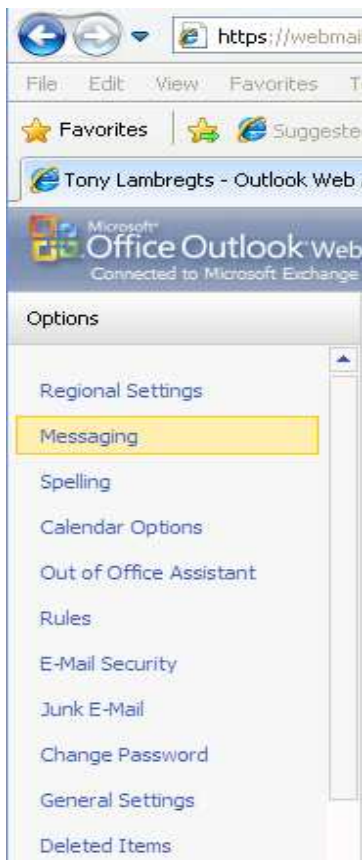
## Forwarding your King's email.

This document is to instruct King's email users on how to forward their King's webmail accounts to an alternate email address. You need to set up two rules to forward all mail.

Log onto the King's webmail site (<http://webmail.kingsu.ca>) using their user ID and Password.



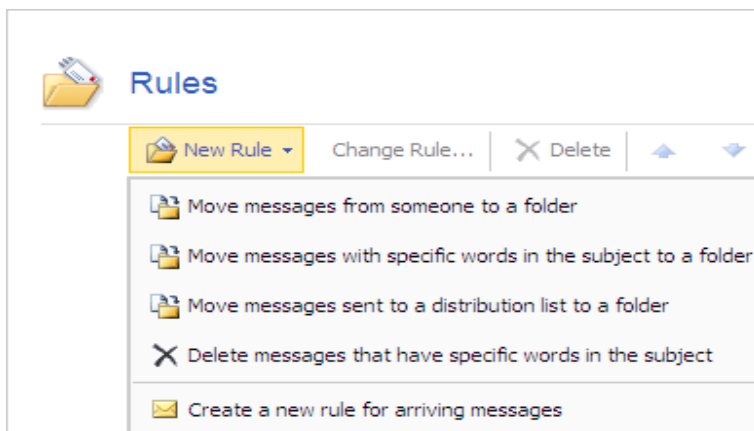
Click on options to set up the first rule for messages sent specifically to you.



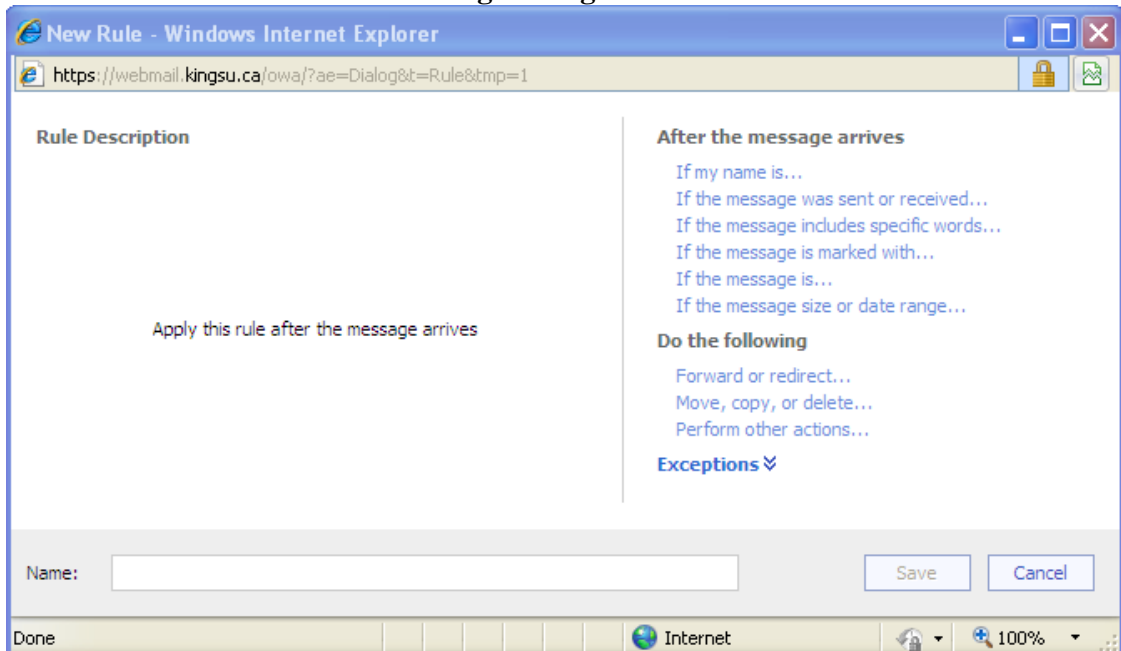
Click on Rules



**Click On New Rule.**



**Select Create a new rule for arriving messages.**



**Select If my name is....**

**After the message arrives**

- **If my name is...**

- The only recipient listed
- In the To box
- In the Cc box
- In the To or Cc box
- Not in the To box

**Put a check in the “In the To box”.**

**Do the following**

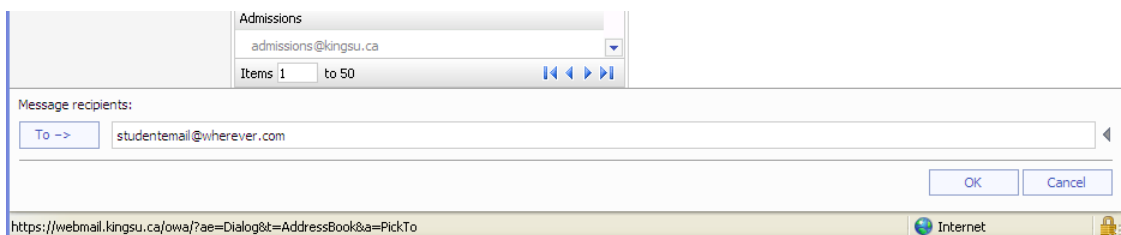
- **Forward or redirect...**

- Forward the message to people or distribution lists
- Redirect the message to people or distribution lists
- Forward the message as an attachment to people or distribution lists

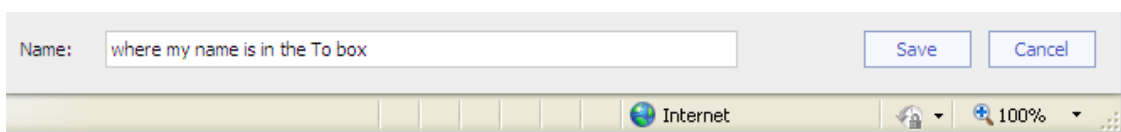
**Put a check in the “Redirect the to people or distribution lists”.**

Apply this rule after the message arrives  
where my name is in the To or Cc box  
redirect it to [people or distribution lists](#)

**Click on the link for “people or distribution lists.”**

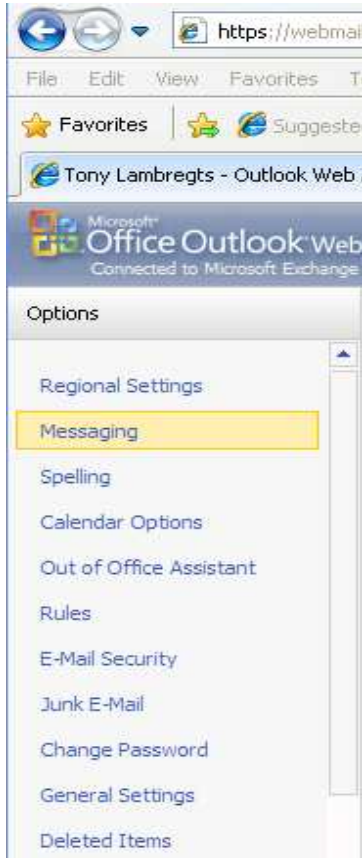


**Enter the email address to forward to and click on OK**



**Click on the Save button.**

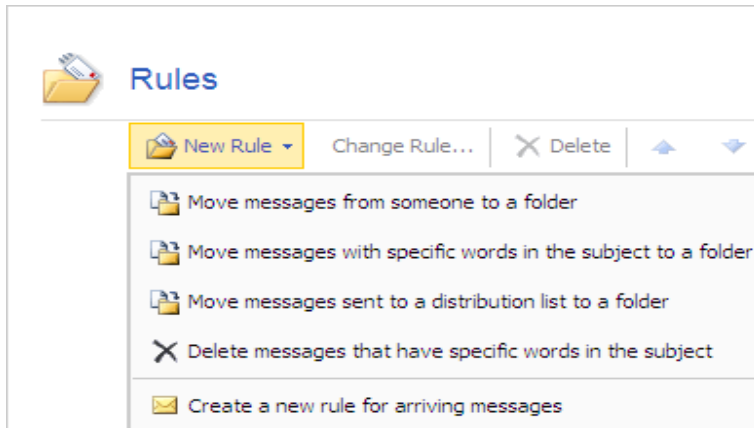
**Now we set up the second rule for when messages are not sent specifically to you. (IE: messages sent to a group).**



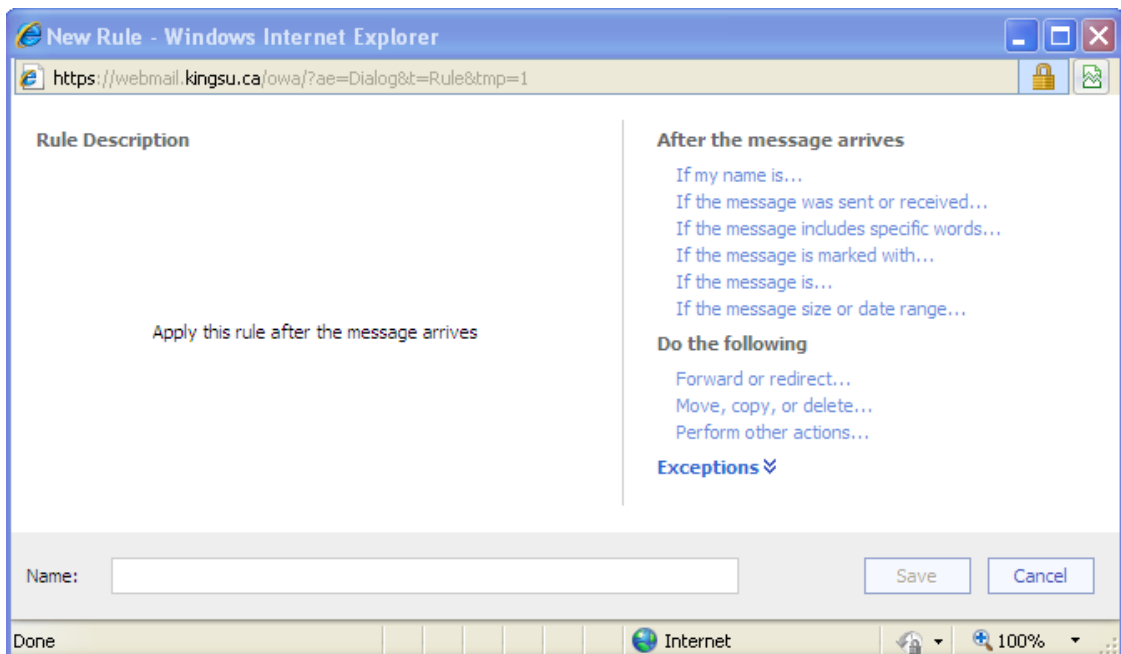
**Click on Rules.**



**Click On New Rule.**



Select **Create a new rule for arriving messages**.



Select **If my name is....**

**After the message arrives**

• **If my name is...**

- The only recipient listed
- In the To box
- In the Cc box
- In the To or Cc box
- Not in the To box

Put a check in the “Not in the To box”

**Do the following**

- **Forward or redirect...**

<input type="checkbox"/>	Forward the message to people or distribution lists
<input checked="" type="checkbox"/>	Redirect the message to people or distribution lists
<input type="checkbox"/>	Forward the message as an attachment to people or distribution lists

**Put a check in the “Redirect the to people or distribution lists”**

Apply this rule after the message arrives  
where my name is in the To or Cc box  
redirect it to [people or distribution lists](#)

**Click on the link for “people or distribution lists”**

Admissions  
admissions@kingsu.ca  
Items 1 to 50

Message recipients:  
To -> studentemail@wherever.com

OK Cancel

https://webmail.kingsu.ca/owa/?ae=Dialog&t=AddressBook&a=PickTo Internet

**Enter the email address to forward to and click on OK**

Name: where my name is not in the To box

Save Cancel

Done Internet 100%

**Click on the Save button.**