University Leiden Community Network

Setting a mail forwarding

Introduction

This document contains the steps to setup a mail forwarding on your uMailbox. Mail forwarding redirects all received mail in your uMailbox automatically to another mail address. This manual is written based on the language setting "English". A Dutch manual based on the language setting "Dutch" is available on the ULCN website http://ulcn.leidenuniv.nl.

Step 1 - Log in

Log in to uMail via https://webmail.leidenuniv.nl/.

Step 2 - Open settings

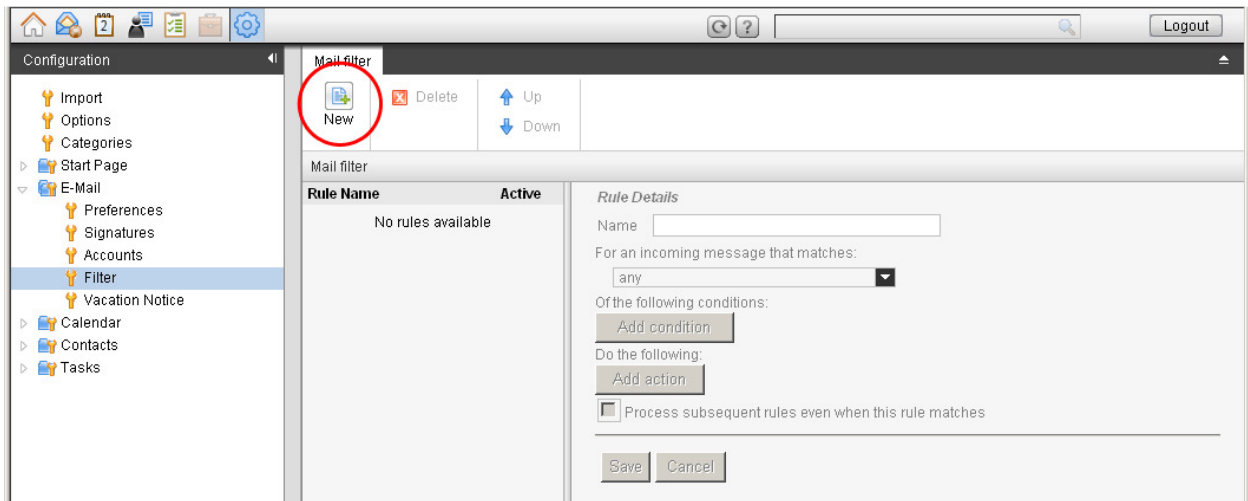In the top menu bar click on the icon to open the settings.
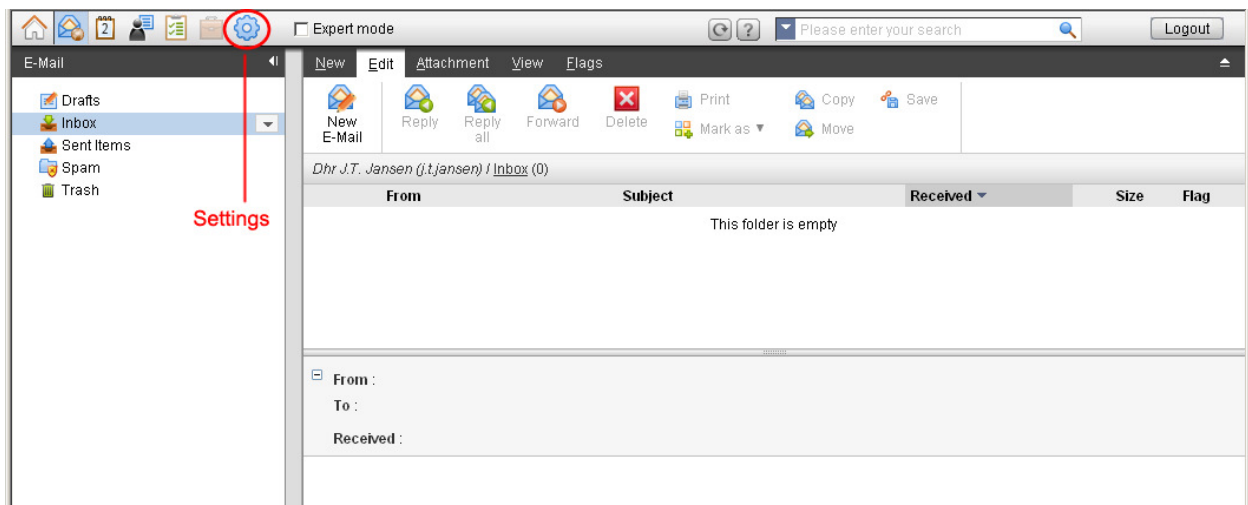
Click with your left mouse button on **E-Mail**.
The menu **E-Mail** splits and shows multiple options.
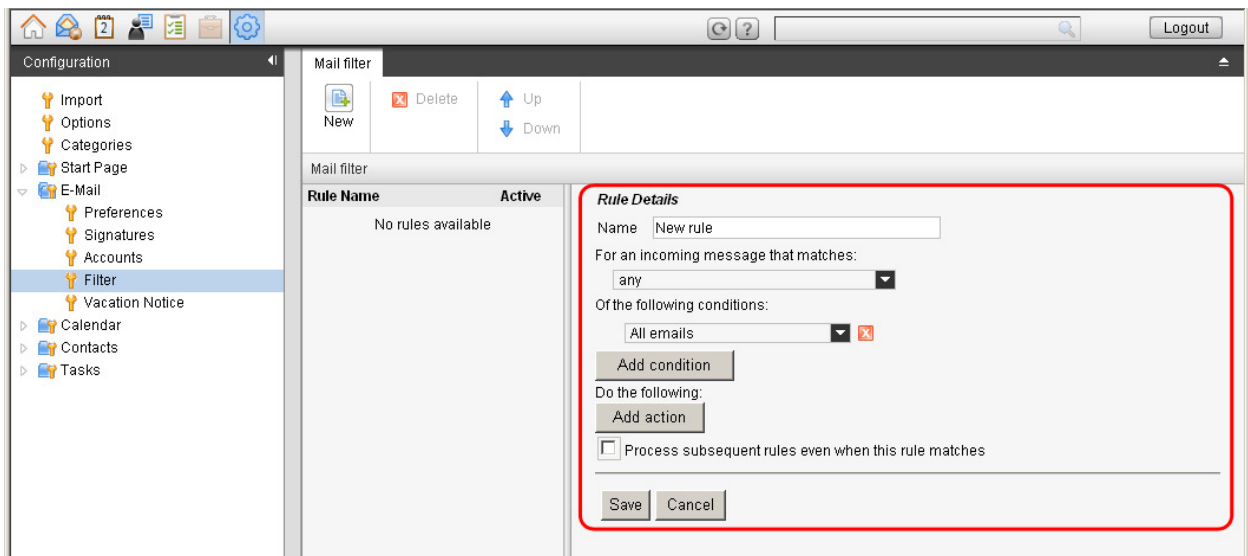Click in this new menu on **Filter**.
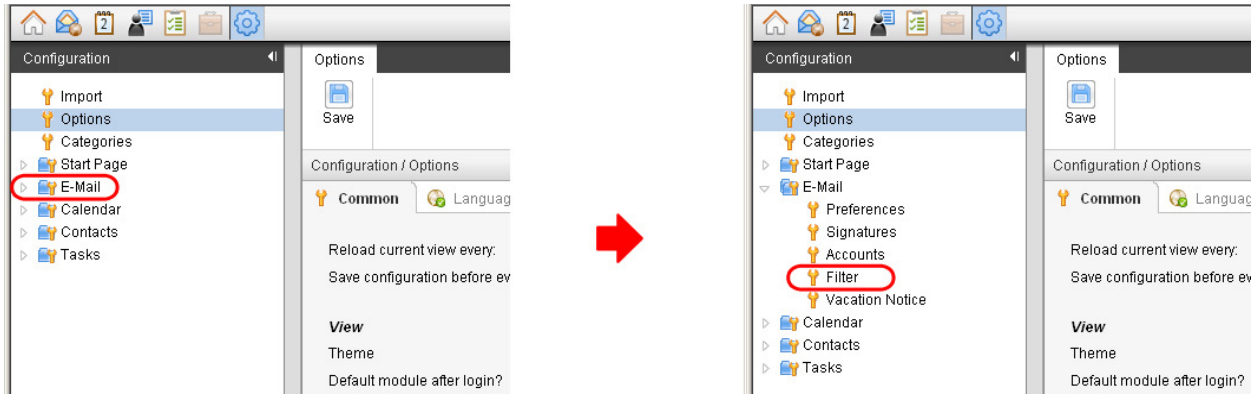

Step 3 - Create a new rule

Click on **New**.

The block **Rule Details** becomes active.

Step 4 - Enter data

- Enter a description for **Name**.
- Select **all** in the dropdownbox **For an incoming message that matches**.
- Select **All emails** in the dropdownbox **Of the following conditions**.
- Click on the button **Add action**. A new dropdownbox appears.
  Select **Redirect to** in this dropdownbox. In the empty textbox enter a mail address where all messages will be forwarded to.

The screen should be like the picture below.
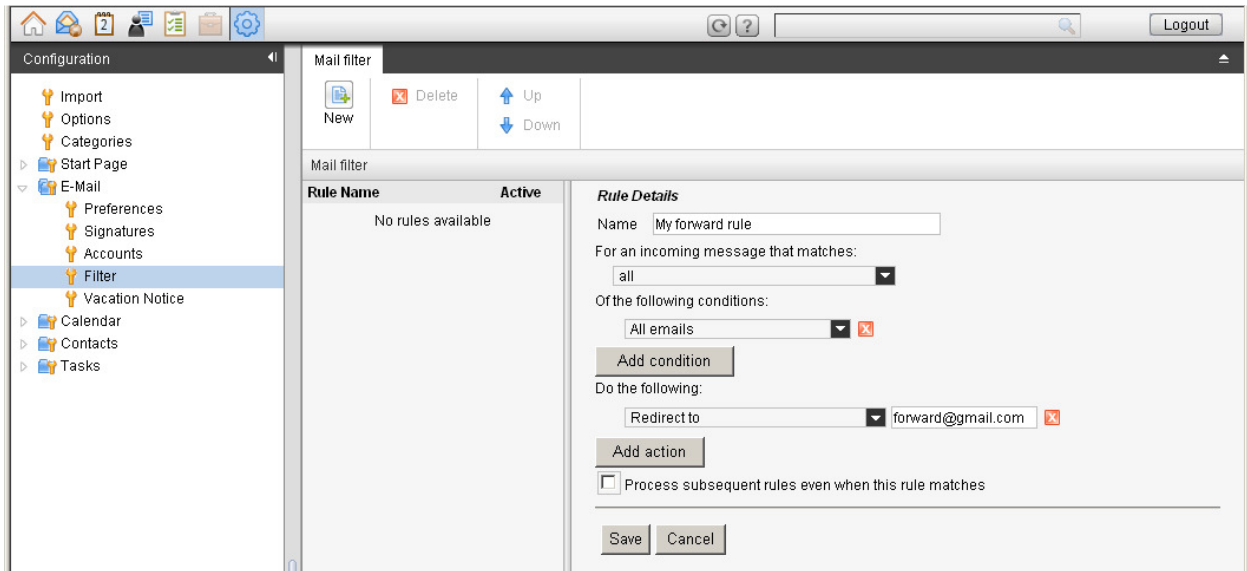
Forwarded messages are <u>not</u> stored in your uMailbox, but are deleted automatically from your uMailbox immediately after redirecting. If you want to store the forwarded messages in your uMailbox, you must set this explicitly. Click on the button **Add action** again. A new dropdownbox appears. Select the option **Keep**. The forwarded messages stored in your uMailbox count in the use of your quota. To prevent your uMailbox from exceeding the quota, you must regularly clean your mailbox.

Step 5 - Save the rule

Clik on the button **Save**.

Your mail forwarding has been added and is active.
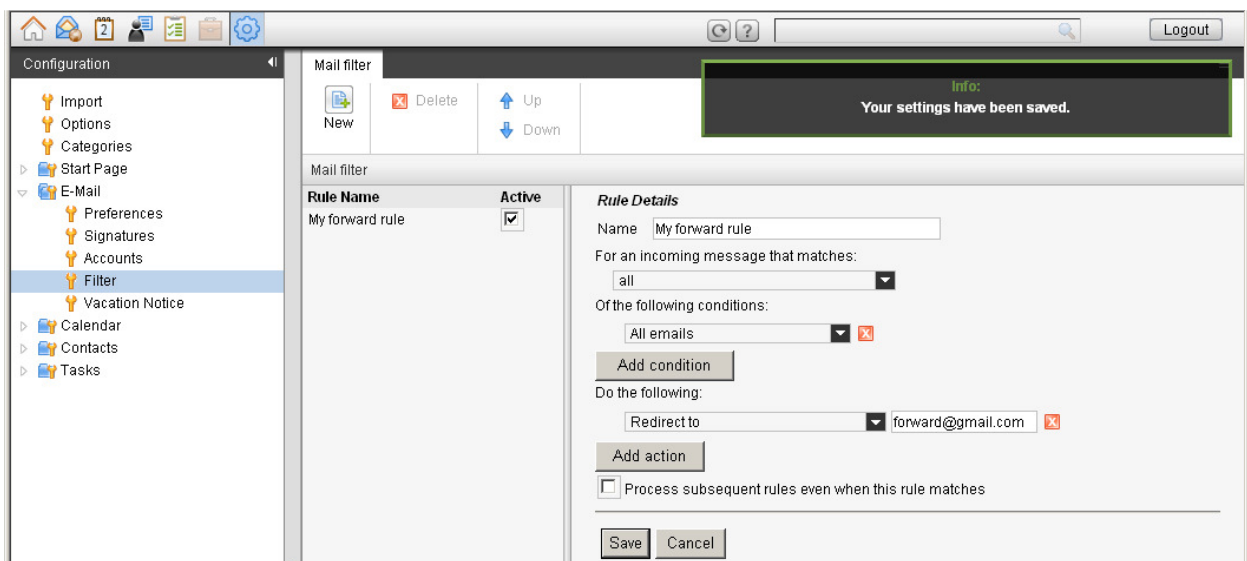
After setting your mail forwarding <u>no</u> test message will be send.