Setting up e-mail forwarding

Ship students may choose to forward their e-mail messages to a personal e-mail account.

Please note that, although instructions are provided for e-mail forwarding, Technology Services discourages forwarding your Ship e-mail messages to another account. Policies or services that apply to external accounts (such as message size limits, spam/junk mail filtering, etc.) can sometimes hinder your ability to receive critical e-mail communications from the campus community.

If you would like to forward your e-mail messages to an external account, please follow the below:

1. From a web browser, go to https://mail.ship.edu and sign in to your e-mail account using your Ship e-mail address and password.

2. Click on the Settings gear button in the top right corner, then click on Options.
3. Click on **Inbox and sweep rules** under the Mail > Automatic processing category. Then click on the + button to begin creating a new rule.

4. From the “New inbox rule” screen, name the rule appropriate (i.e. **Forward e-mail**). For “When the message arrives, and it matches all of these conditions”, choose [Apply to all messages]. Under “Do one of the following” choose **Forward, redirect, or send**, and then **Redirect the message to**...
5. From the contacts/people window that appears, type in the e-mail address that you would like to forward your mail to at the top of the window (see below). Then click Save.

6. Click on the OK button to apply the rule.

The Technology Help Desk can assist you with forwarding e-mail!

Bring your laptop or mobile device to the Help Desk (Ezra Lehman Library for students or MCT 071 for employees) or call so we can help.

717-477-HELP (x4357)
helpdesk@ship.edu