

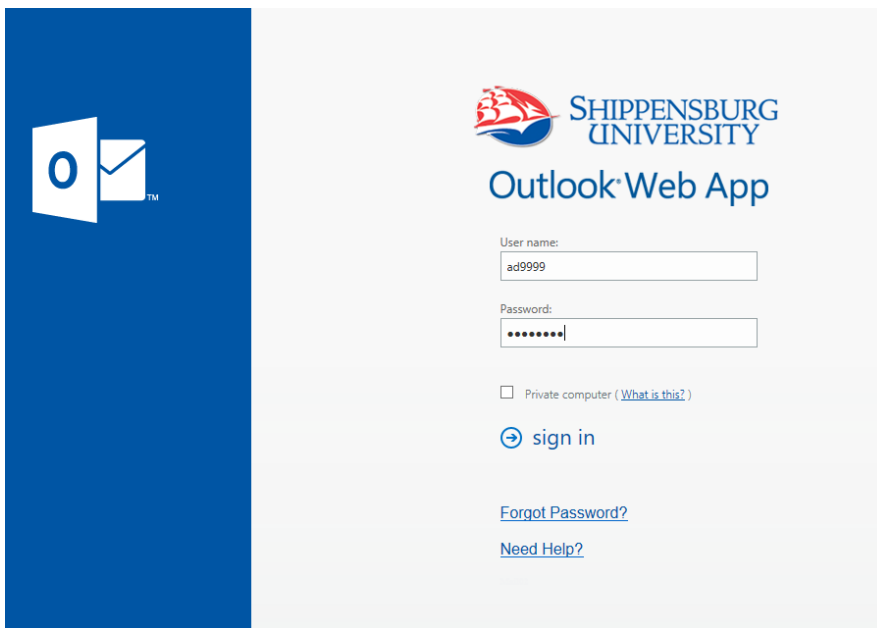
Setting up e-mail forwarding

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

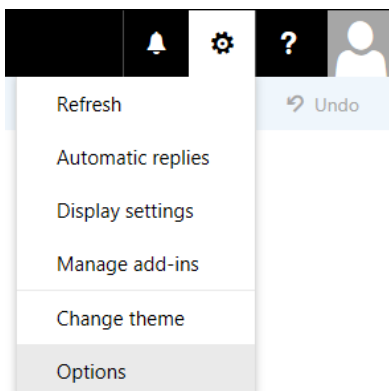
*Please note that, although instructions are provided for e-mail forwarding, **Technology Services discourages forwarding your Ship e-mail messages to another account.** Policies or services that apply to external accounts (such as message size limits, spam/junk mail filtering, etc.) can sometimes hinder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

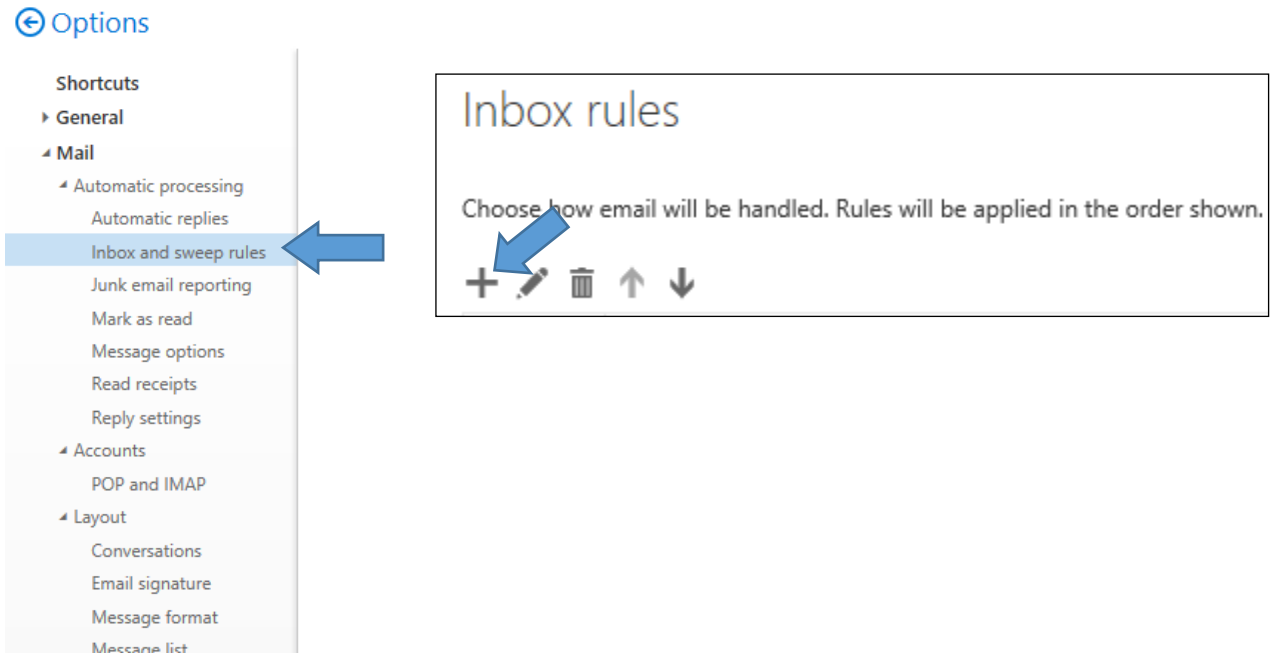
1. From a web browser, go to <https://mail.ship.edu> and sign in to your e-mail account using your Ship e-mail address and password.



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...**

New inbox rule

Name

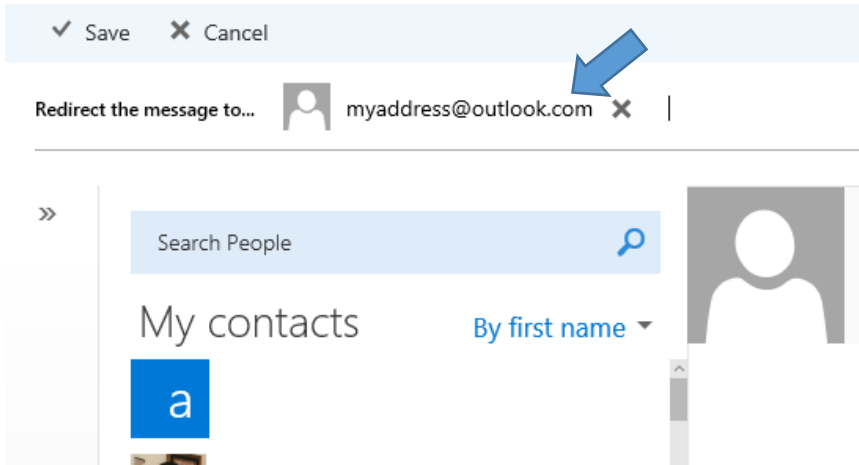
When the message arrives, and it matches all of these conditions

Add condition

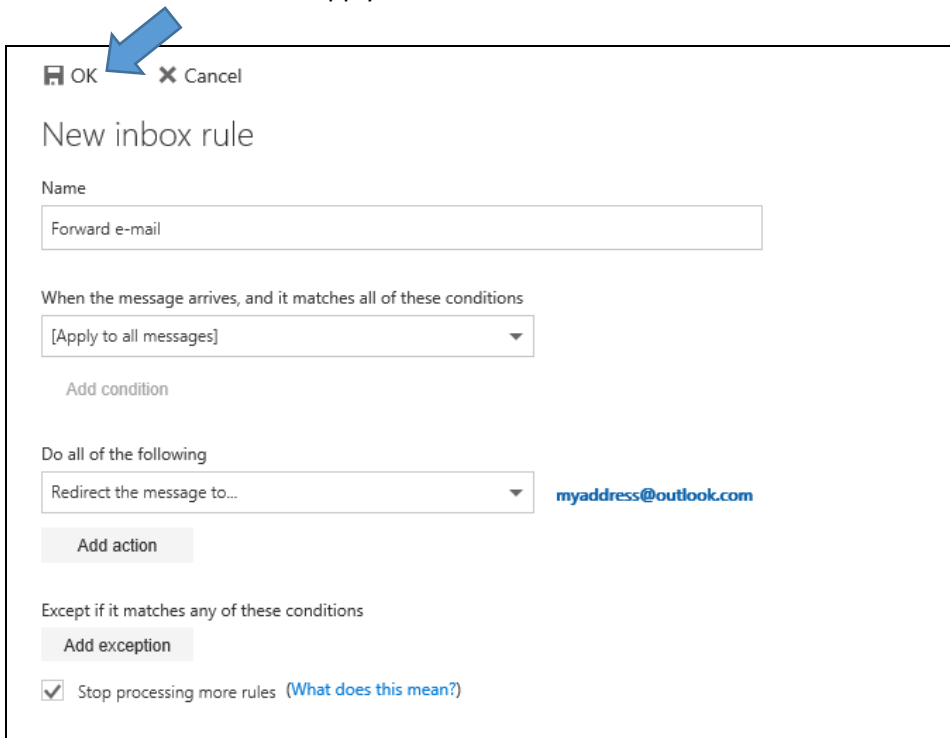
Do all of the following

- Select one...
- Move, copy, or delete >
- Pin the message >
- Mark the message >
- Forward, redirect, or send >
 - Forward the message to...
 - Forward the message as an attachment to...
 - Redirect the message to...
 - Send a text message to...

- 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**.



- Click on the **OK** button to apply the rule.



**Need
Help?**

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