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- 3) On the left select "Inbox rules" (you may have to expand the header titled "Mail" to see the list), and when this is done, to the right will appear a screen titled "Inbox rules", select the "+" sign. This is to create a new rule.

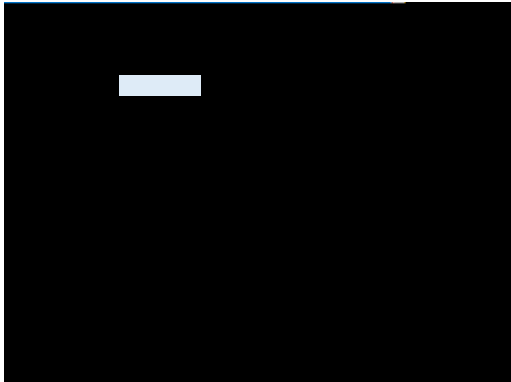
- 4) For field titled "Name", enter any name you wish; for the field titled "When the message arrives, and" select the little arrow in the right side of the box, this will expand the list of options. From this list select "[Apply to all messages" " messages "

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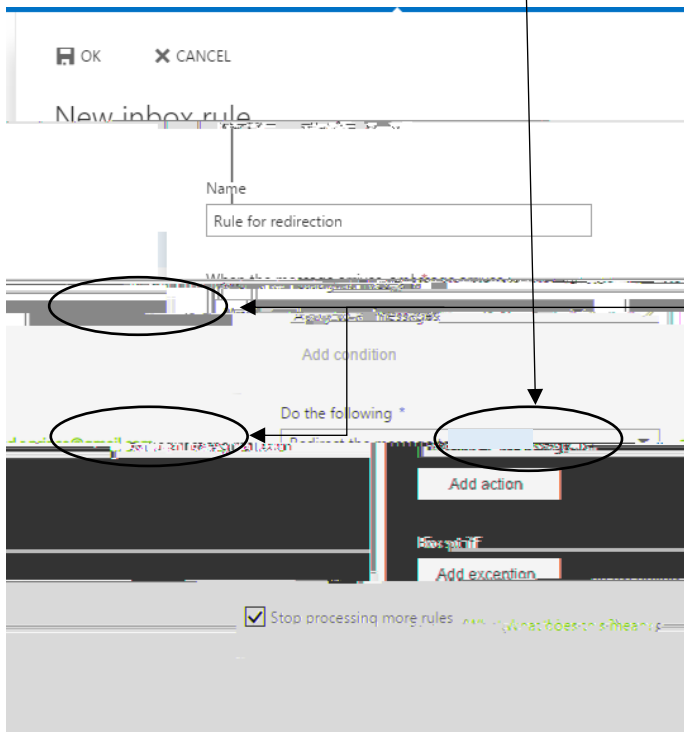
5) In the field titled "Do the following"; again select the little arrow in the right side of the box, this will expand the list of options. From this list select "Forward, redirect, or send" and then select "Redirect the message to ..."

6) The directory will appear (in some browsers it may take a while, if this is the case select

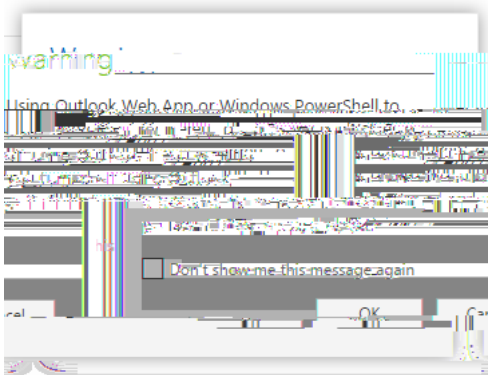
- 7) Once you verify the address is correct (select the "x" next to the address if it is not and repeat step 6) select "OK"



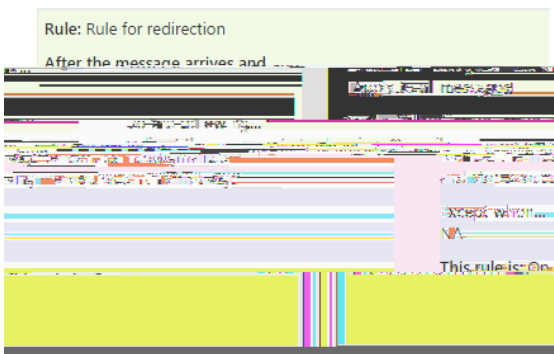
- 8) A screen similar to below will appear, verify the information selected in the two fields and the address to where the mail is to be redirected. If all is correct, select "OK"



9) The following may appear, if it does select :OK"



10) The rule just created will appear in the list of "Inbox rules" . To the left of the rule name will be a small box with a check mark, this indicates that the rule is active. Rules take effect immediately.



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11) To sign out of your account, to the left of the gear icon will be a grey box with an outline of a head (sample shows a picture but in your case it should be a grey box since you have not defined a picture), select this grey box and from the list that appears select " Sign Out"

Now what will occur is that anytime mail is sent to your CSU email address, a copy will be saved on your CSU account and a copy will be sent to the address that you defined in the rule. When you sign into