

Mail forward from renewed uMail

Students and alumni can forward messages from their uMail Inbox to an other mail address. It takes two steps to do this in the renewed uMail (Outlook):

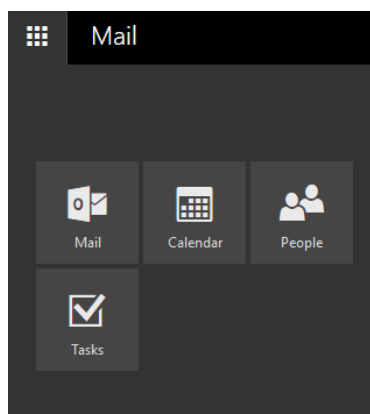
- First, you add the desired forward address as a *contact* to the address book of your renewed uMail;
- Then, you create a rule within the renewed uMail to forward all future uMail messages to.

Setting a forward in the renewed uMail system

In the new uMail environment, you can forward your uMail via a *redirection*. With redirection, the original sender address of a forwarded message is kept. You start by adding the forward address to your list of contacts.

Adding the forward address to your contacts

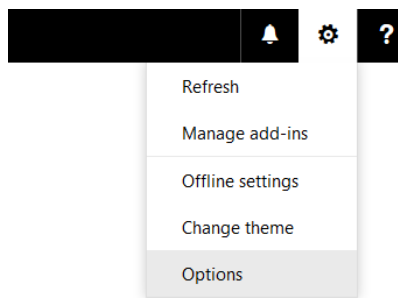
1. Go to webmail.campus.leidenuniv.nl and sign in with your ULCN username (or student number) and ULCN password.
2. In the top left of the page click the square 'waffle'-menu and then click *People*.



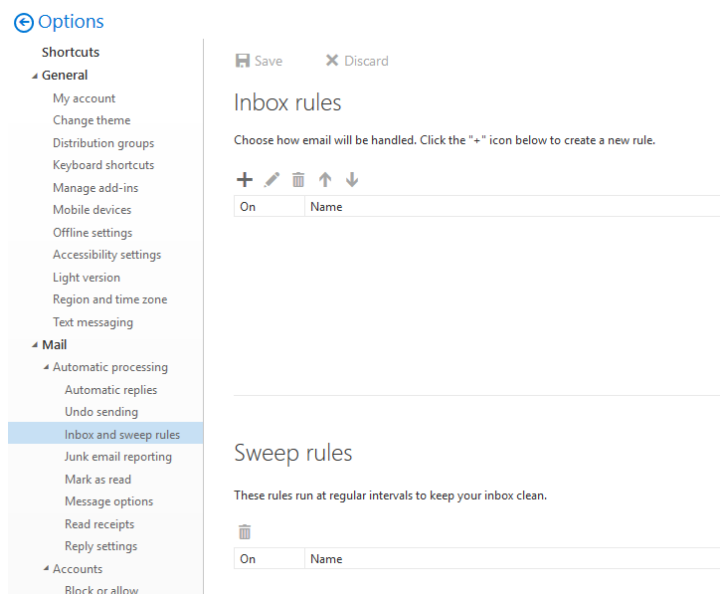
3. The list with contacts is displayed. On top of the list, click on [+ New] to open an input window. Enter at least a Name and an E-mail address and [Save]. The forward address is added to your *People*.

Creating a forward rule

1. Go to webmail.campus.leidenuniv.nl and sign in with your ULCN username (or student number) and ULCN password.
2. On the top right of the page, click the cog wheel (settings) and then choose *Options*.



3. In the left column, choose *Mail > Inbox and sweep rules*.



4. Click the + -sign under *Inbox rules* to open this window:

OK Cancel

New inbox rule

Name

Forward

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

[Apply to all messages]

Add condition

Do all of the following

Redirect the message to... Forward contact

Add action

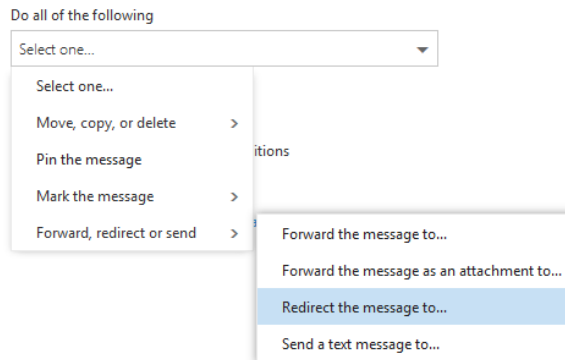
Except if it matches any of these conditions

Add exception

Stop processing more rules [\(What does this mean?\)](#)

Now, create the new forward rule:

1. Type a *Name* for the rule, like 'Forward'.
2. Under *When message arrives...*, select the option [Apply to all messages].
3. Under *Do all of the following*, select *Forward, redirect or send* > *Redirect message to*. **NOTE:** Choose *Redirect*, not *Forward*.



4. In the list, select the mail address that you wish to forward your uMail to: click the +-sign behind the name and choose [Save] at the top of the list.
5. The first action for this rule is now ready and the address is mentioned next to it.
On the same page, click [Add action] for the second action.
6. As a second action select *Move, copy, or delete* > *Delete the message*.

The rule with the two actions looks like this:

OK Cancel

New inbox rule

Name

Forward

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

[Apply to all messages]

Add condition

Do all of the following

X Redirect the message to... Forward contact

X and delete the message

Add action

Except if it matches any of these conditions

Add exception

Stop processing more rules [\(What does this mean?\)](#)

The rule now is ready to save it with [OK]. From now on, messages to your uMail address:

- will be forwarded to your forward address and
- moved to the *Deleted items* folder.

Clean up

Forwarded messages remain in the *Deleted items* folder forever, unless you clean them up. Do you receive many messages via uMail? Then you can prevent congestion of your uMail mailbox by regularly cleaning up the *Deleted items* folder:

1. Go to webmail.campus.leidenuniv.nl and sign in with your ULCN username (or student number) and ULCN password;
2. Go to the *Deleted items* folder, delete all messages in that folder and sign off from webmail.