## 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*.

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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) end then choose *Options*.



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

Shortcuts General	🖬 Save 🗙 Discard
My account	Inbox rules
Distribution groups	Choose how email will be handled. Click the "+" icon below to create a new rule.
Keyboard shortcuts	+ ≠ 前 ↑ ↓
Mobile devices	On Name
Offline settings	
Accessibility settings	
Light version	
Region and time zone	
Text messaging	
Mail	
<ul> <li>Automatic processing</li> </ul>	
Automatic replies	
Undo sending	
Inbox and sweep rules	
Junk email reporting	Sweep rules
Mark as read	
Message options	These rules run at regular intervals to keep your inbox clean.
Read receipts	m
Reply settings	
<ul> <li>Accounts</li> </ul>	Un Name
Block or allow	

4. Click the +-sign under *Inbox rules* to open this window:  $\mathbf{R} \circ \mathbf{K} = \mathbf{K} \circ \mathbf{K}$ 

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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 contac
Do all of the following Redirect the message to Add action	▼ Forward contac

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. Do all of the following

Select one		•
Select one		
Move, copy, or delete	>	
Pin the message		itions
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
		<b></b>

- 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:

Name		
Forward		
When the message arrives, and it matches all of the	se conditions	
[Apply to all messages]	•	
Add condition		
Add condition		
Add condition Do all of the following Redirect the message to	•	Forward contact
Add condition Do all of the following Redirect the message to and delete the message	•	Forward contact
Add condition Do all of the following Redirect the message to and delete the message Add action	•	Forward contact
Add condition Do all of the following Redirect the message to and delete the message Add action Except if it matches any of these conditions	•	Forward contact

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.