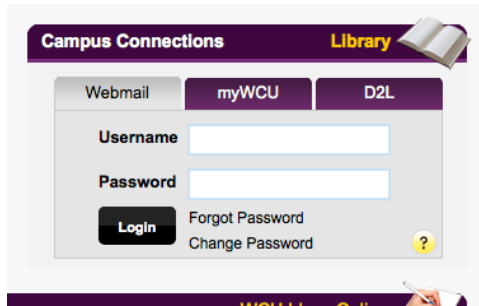
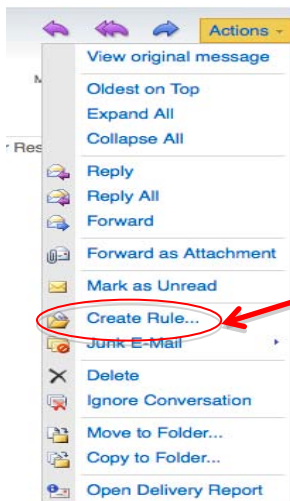


How to Redirect Email from Your WCU Account

1) Log into your WCU webmail account.



2) Click **Actions** on the far right, then **Create Rule**.



3) Click **More options** in the pop up window.

New Inbox Rule



*Required fields

Apply this rule...

* When the message arrives, and:

It was received from

'Newcombe, Ellen'

It was sent to

'Smith, Terri L.'

It includes these words in the subject

'FW: Mediaiste live stream and record'

Do the following:

Move the message to folder...

* [Select one...](#)

[More Options...](#)

Save Cancel

4) Under *when message arrives, and:*, select *Apply to all messages*

Apply this rule...

* When the message arrives, and:

- Select one
- Select one
- It was sent or received
- It includes these words
- My name is
- It's marked with
- It's
- Its size is within the specified range...
- It's received within a specific date span...
- [Apply to all messages]

5) Under *Do the following*, select *Forward, redirect or send* and choose an option to either forward the messages or redirect the messages. Click the *Save* icon.

Do the following:

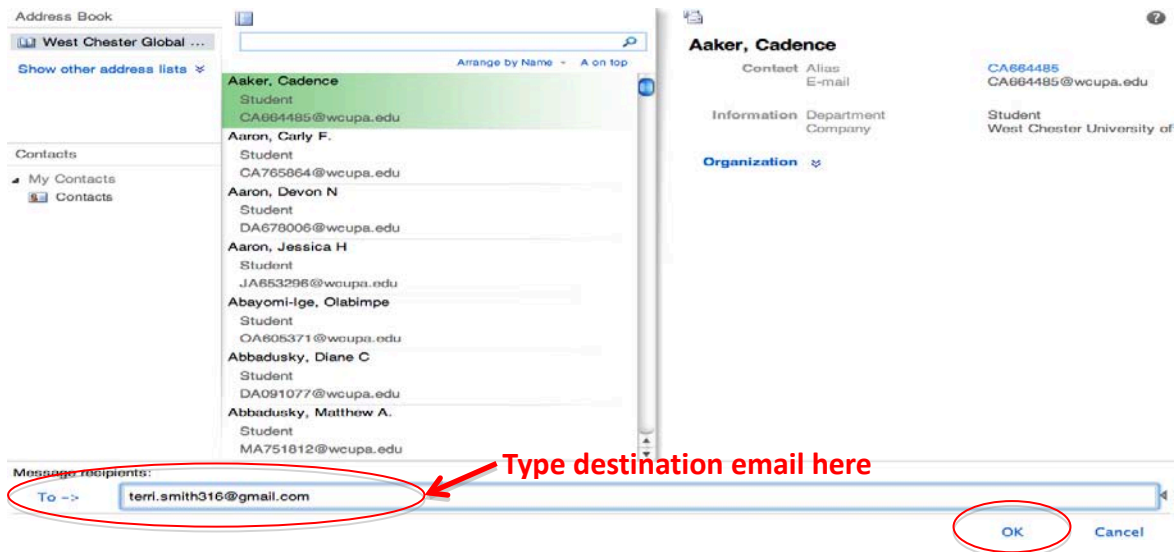
Forward the message to...

* [Select people...](#)

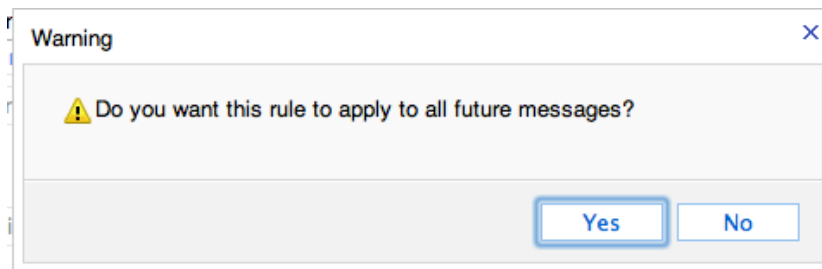
- Select one
 - Move, copy, or delete
 - Mark the message
 - Forward, redirect, or send**
 - Add Exception
- Redirect the message to...
 - Forward the message to...**
 - Forward the message as an attachment to...

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

6) Your address book will automatically open. Enter the destination email address. Then click **OK** in the lower right hand corner



This dialog box appears. Choose **Yes**.



7) Add exception if needed. If not, Click **Save**.

Except if:

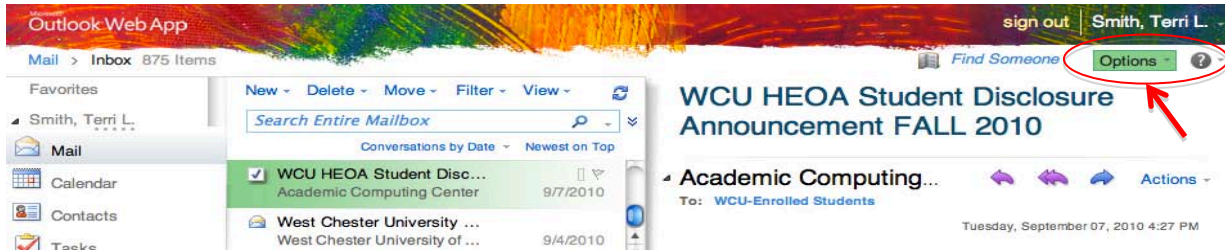
Stop processing more rules [\(What does this mean?\)](#)

Name of rule:

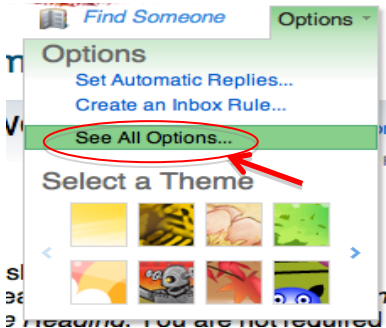
You should be set up now!

Remove Forwarding/Redirecting Emails Remove Forwarding

1) Log into your WCUPA email account, and click on the **Options** button.



2) Choose **See All Options**.



3) Select **Organize E-Mail**, chose the rule that you created to forward messages, and uncheck the **Check** box. Return to **Mail**. Your email will no longer forward to the other email address.

