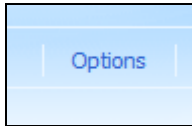
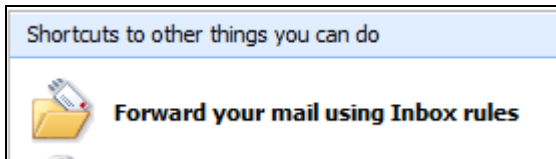


## Forwarding Your Learner Email Account

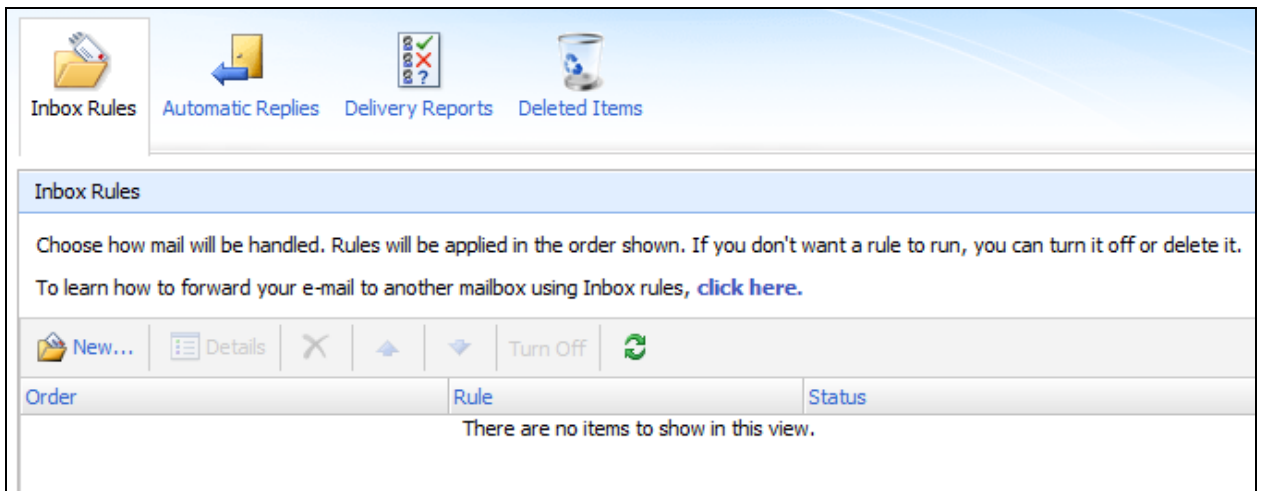
1. Navigate your web browser to [webmail.myunion.edu](http://webmail.myunion.edu)
2. Log in using your UI&U learner email address and password.
3. In the top, right-hand portion of the screen, underneath your name, click “Options.”



4. In the toolbox on the right-hand side of your screen, click “Forward your mail using Inbox rules.”



5. Ensure that you are working in the “Inbox Rules” tab at the top. Click on “New.”



- In the new dialogue box that appears, select “[Apply to all messages]” in the first drop down box, under “\*When the message arrives, and:.” In the second drop-down box “\*Do the following:,” select “Forward the message to...” as seen below.

New Inbox Rule

\*Required fields

Apply this rule...

\* When the message arrives, and:  
[Apply to all messages]

\* Do the following:  
Forward the message to... \* [Select one](#)

- Now click “\*Select One.” A new Address Book dialogue box will appear. In the bottom of that box under “Message recipients:,” type the email address you wish to forward your messages to.

Message recipients:

To -> sample@emailaddress.com

- Click “OK,” which should close the dialogue box and take you back to the “New Inbox Rule” dialogue box. You should now see the email address just entered, to the right of the “Do the following:” drop down box.

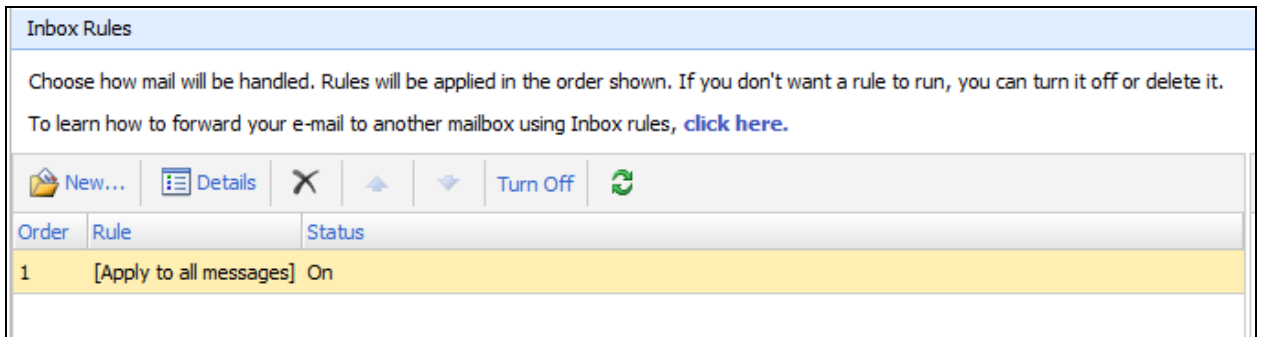
\*Required fields

Apply this rule...

\* When the message arrives, and:  
[Apply to all messages]

\* Do the following:  
Forward the message to... ['sample@emailaddress.com'](#)

9. Click “Save,” which should close that dialogue box, and take you back to the “Inbox Rules” tab. You should now see the forwarding rule you’ve just created. Under the “Status” field, it should say “On.”



10. To Delete, Turn Off, or Edit the forwarding Rule, us the icons listed above the rule.

To edit: Click “Details.” 

To delete: Click “X.” 

To Turn off: Click “Turn Off.” 