



## How to Forward Your E-Mail from Umail

1. Open up a web browser and go to the following URL: <https://umail.union.edu/redirectmail>
2. You will be prompted for your username and password as shown. Enter the information and click **OK**.

Connect to umail.union.edu

union.edu

User name:

Password:

Remember my password

OK Cancel

3. You will see a screen displaying your name and whether or not you are currently forwarding your email to an external address.

Umail Forwarding - Microsoft Internet Explorer

Address: <https://umail.union.edu/redirectmail/>

UNION

**Umail Email Forwarding**

name, user

You are currently NOT forwarding your email.  
If you want to forward your email to an external address, follow the steps outlined below:

1. check the "Forward Email" checkbox
2. type in the address you are forwarding to in the textbox below
3. click the "Apply Settings" button

Forward Email

Deliver to Umail and External Address

Forward To:

Apply Settings

4. To forward your email, place a checkmark in the box next to **Forward Email**. Then, enter the address you wish to have your email forwarded to in the box labeled **Forward To:** (see below)

Umail Forwarding - Microsoft Internet Explorer

Address: <https://umail.union.edu/redirectmail/webform1.aspx>

UNION

**Umail Email Forwarding**

name, user

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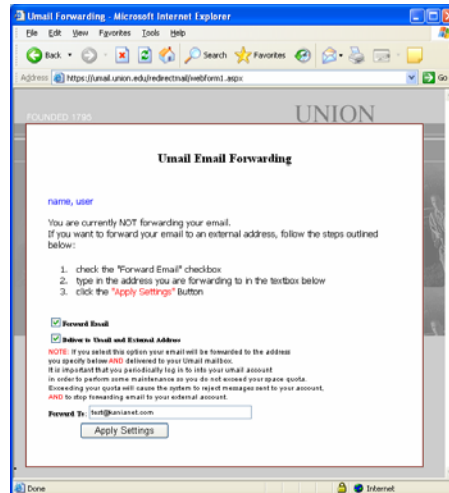
Forward Email

Deliver to Umail and External Address

Forward To:

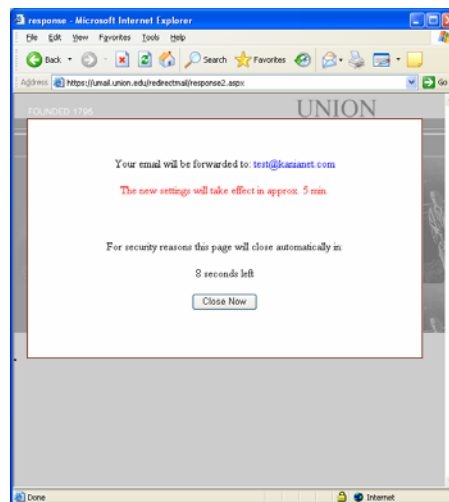
Apply Settings

5. You have the option of forwarding your email to an external address and leave a copy in your Umail account. If you wish to do this, place a checkmark in the box next to **Forward Email** and place a checkmark next to **Deliver to Umail and External Address** (see below).



**PLEASE NOTE:** If you decide to forward AND leave a copy of the email in your Umail account, it is important that you log into your Umail account periodically to delete some email. If you exceed the storage limit on Umail the system will refuse to deliver AND forward your mail until you clean up.

6. Once you have set the Umail forwarding the way you wish, click the **Apply Settings** button. You should see a message telling you that your mail has been forwarded to the address that you have chosen and that the new settings will take effect in approximately 5 minutes.



### To Remove a Forward

Follow steps 1 through 3 discussed above. In step 4, remove the checkmark next to **Forward Email**. Then, click the **Apply Settings** button. You should see a message telling you that you are not currently forwarding your mail and that the new settings will take effect in approximately 5 minutes.