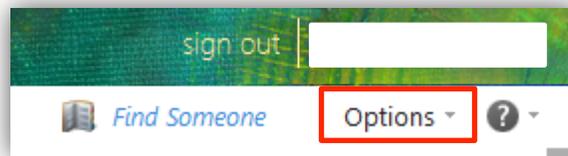


How to Forward CVM Email to Your Gmail (Or Any Other External Email Account)

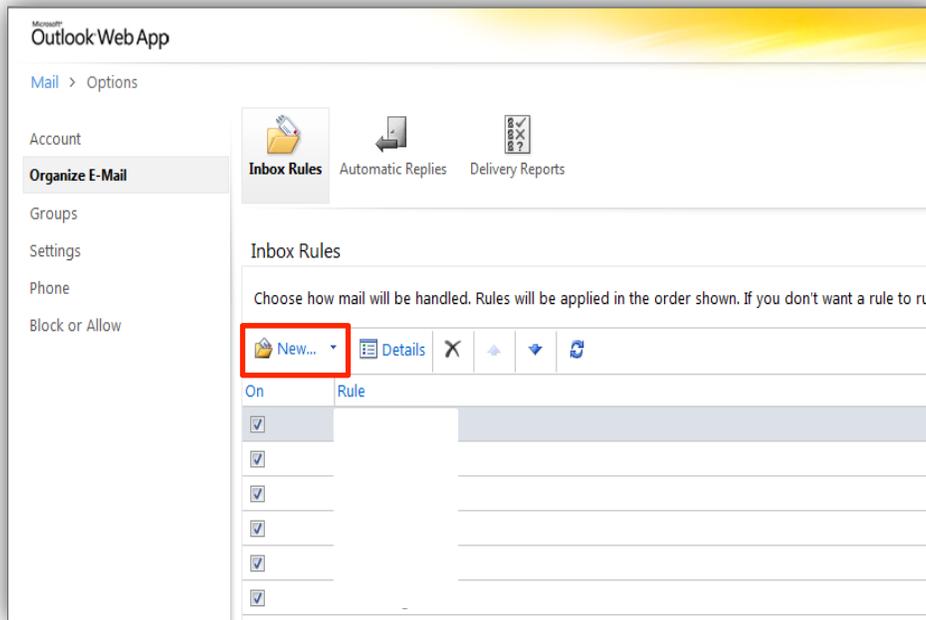
****System Administrator's note****

We do not recommend you use an outside account to access CVM mail. We cannot guarantee the same level of support that we give to those who use our system. **If your other account fails, we will not be able to help you. If an email doesn't get forwarded properly, we cannot be held responsible.**

First off you will need to log on to webmail.cvm.tamu.edu with your user ID and Outlook password. Once logged in you need to click on "Options" in the top right corner of the window. Now click on "Create an Inbox Rule..." from the drop down window.



Now you will see a list of your current Inbox Rules, if you do not have any you will not see any here. You can create a new rule by clicking on "New..."



You should see a pop-up window that will allow you to configure the specifics of the new rule. What you will want to do is set the first field to “[Apply to all messages]”, and then click “More Options...”



Now there should be more options, from the second field select “Forward, redirect, or send”,

then "Forward the message".

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Add Condition

Do the following:

Select one

Select one

Move, copy, or delete

Mark the message

Forward, redirect, or send

Add Exception

Redirect the message to...

Send a text message to...

Forward the message to...

Forward the message as an attachment to...

Stop processing more rules (What does this mean?)

Name of rule:

[Apply to all messages]

Save Cancel

Now you should see your Address book come up, you can type the email address you want to forward your messages to.

Address Book

Default Global Address...

All Rooms

Show other address lists

Contacts

My Contacts

Contacts

Frequent Contacts

Suggested Contacts

2012

Group

2012@cvm.tamu.edu

2013

Group

2013@cvm.tamu.edu

2014

Group

2014@cvm.tamu.edu

2015

2012

Information Alias

2012

Members

Name

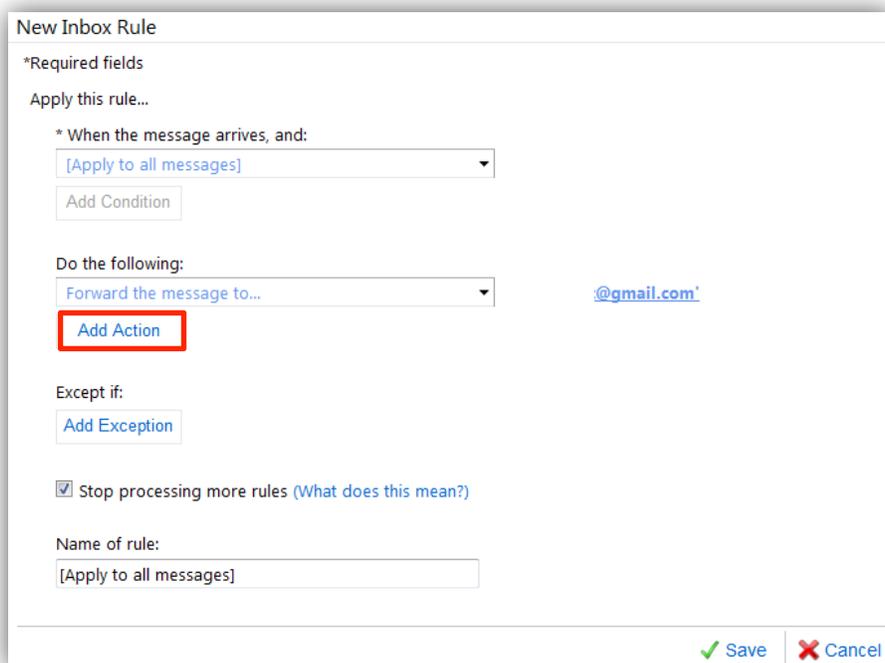
Message recipients:

To ->

OK Cancel

Now it's time to make a decision. This next section will instruct you on how to add an additional clause in the rule for your email to be deleted, (after being forwarded to your other email account) which allows you to keep a clean Outlook inbox. If you do not want to delete them with this rule you will have to make sure you occasionally log in and clean your Outlook inbox, via Webmail or the client.

When you're at the main rule configuration page, click "Add Action".



New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages]

Add Condition

Do the following:

Forward the message to... [:@gmail.com'](#)

Add Action

Except if:

Add Exception

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

Name of rule:

[Apply to all messages]

Save Cancel

And now, select “Move, copy, or delete” then “Delete the message”.

New Inbox Rule

*Required fields

Apply this rule...

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

Add Condition

Do the following:

X Forward the message to... :@gmail.com

and

X Select one

Select one

- Move, copy, or delete ▶ Move the message to folder...
- Mark the message ▶ **Delete the message**
- Forward, redirect, or send ▶ Copy the message to folder...

Add Exception

Stop processing more rules (What does this mean?)

Name of rule:
[Apply to all messages]

Save Cancel

Ok, now all that is left is to add any exceptions to the rule and rename it to something more recognizable (i.e. 'gmail' or "forward emails"). After you are done modifying those items, you can hit "Save".

New Inbox Rule

*Required fields

Apply this rule...

* When the message arrives, and:

[Apply to all messages] ▼

Add Condition

Do the following:

× Forward the message to... ▼ @gmail.com*

and

× Delete the message ▼

Add Action

Except if:

Add Exception

Stop processing more rules (What does this mean?)

Name of rule:

[Apply to all messages]

✓ Save ✗ Cancel

You should now see the rule in your Rule list and it will now be applied to your new messages.