

August 2008

Setting Up Absolute myUMB Mail Forwarding

If you set up Absolute myUMB Mail Forwarding, messages sent to your myUMB Mail address do not pass through the myUMB mail system. Emails are immediately forwarded on to the designated email address.

If you would like to keep a copy of messages in the myUMB Mail system, please refer to the instructions for "Setting up myUMB Mail Forwarding to keep a copy of messages".

1. Go to <https://cf.umaryland.edu/portal/pw.asp> and log into the myUMB Account Management site.

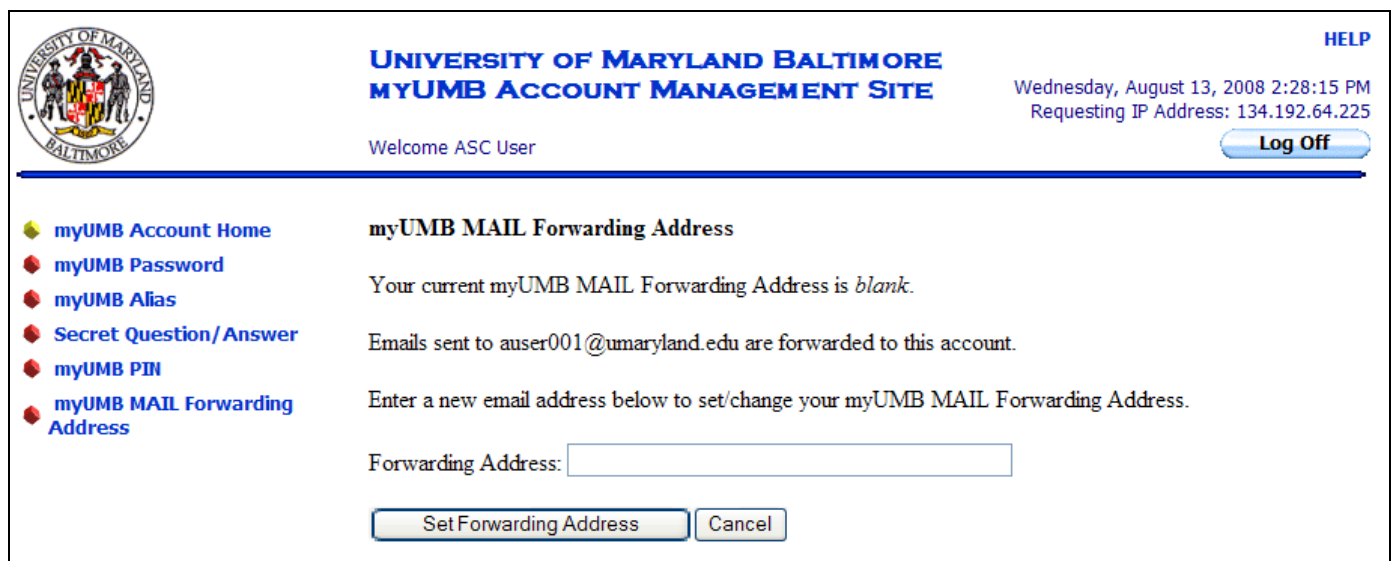
NOTE: If you do not know what your myUMB password is, click on the "Forgot Password" link to verify your identity or contact the ASC Help Desk for further support.


2. Once you have logged in, click on the link **myUMB MAIL Forwarding Address** on the left side of the screen to set up or change email forwarding for your myUMB Mail account.

If this link does not appear, please contact the ASC Help Desk to check on the status of your account.



3. Enter the email address you would like your emails to be forwarded to in the "Forwarding Address" field. Click on the **Set Forwarding Address** button to make this change.



 **UNIVERSITY OF MARYLAND BALTIMORE**
MYUMB ACCOUNT MANAGEMENT SITE

HELP

Welcome ASC User

Wednesday, August 13, 2008 2:28:15 PM
Requesting IP Address: 134.192.64.225

[Log Off](#)

- myUMB Account Home
- myUMB Password
- myUMB Alias
- Secret Question/Answer
- myUMB PIN
- myUMB MAIL Forwarding Address**

myUMB MAIL Forwarding Address

Your current myUMB MAIL Forwarding Address is *blank*.

Emails sent to auser001@umaryland.edu are forwarded to this account.

Enter a new email address below to set/change your myUMB MAIL Forwarding Address.

Forwarding Address:

- The system will show a web page confirming the change. Click on the **Continue** button to return to the myUMB Account Management Site home page. If you have no other changes to make to your account, click on the “Log Off” button.

NOTE: From this point on, emails sent to your myUMB mail address will be forwarded on. Copies of forwarded messages *are not* kept on the University email servers.

If you ever need to stop forwarding or configure your account to forward emails, but keep a copy of messages in the myUMB Mail system, you will need to cancel Absolute myUMB Mail Forwarding.

Cancelling Absolute myUMB Mail Forwarding

- Go to <https://cf.umaryland.edu/portal/pw.asp> and log into the myUMB Account Management site.

NOTE: If you do not know what your myUMB password is, click on the “Forgot Password” link to verify your identity or contact the ASC Help Desk for further support.

- Click on the link **myUMB MAIL Forwarding Address** on the left side of the screen to set up or change email forwarding for your myUMB Mail account.

If this link does not appear, please contact the ASC Help Desk to check on the status of your account.

- To stop myUMB Mail forwarding, click on the **Stop Forwarding** button.

NOTE: From this point on, emails sent to your myUMB mail address will be delivered to the myUMB Mail system.

The screenshot shows the 'myUMB Account Management Site' for the University of Maryland Baltimore. The page title is 'myUMB MAIL Forwarding Address'. The current forwarding address is 'help@umaryland.edu'. Below this, there is a text input field for 'Forwarding Address:' and three buttons: 'Set Forwarding Address', 'Stop Forwarding', and 'Cancel'. On the left side, there is a navigation menu with links: myUMB Account Home, myUMB Password, myUMB Alias, Secret Question/Answer, myUMB PIN, and myUMB MAIL Forwarding Address (which is highlighted). The top right corner shows the date 'Wednesday, August 13, 2008 2:38:07 PM' and the IP address '134.192.64.225'. A 'Log Off' button is also present in the top right.

- The system will show a web page confirming the change. Click on the **Continue** button to return to the myUMB Account Management Site home page. If you have no other changes to make to your account, click on the “Log Off” button.

Questions?

For more information about myUMB Mail, go to <http://www.umaryland.edu/helpdesk/products/myumbmail>, or contact the Assistance and Service Center (ASC) Help Desk by phone at 410-706-HELP (4357) (weekdays, 8:00 a.m. - 5:00 p.m.) or e-mail: help@umaryland.edu.