

August 2008

Setting up myUMB Mail Forwarding to keep a copy of messages

Your myUMB Mail account can be configured to forward email messages and to keep a copy of those messages on the myUMB Server.

Before making these changes, be sure to log into the myUMB Account Management Site to cancel Absolute myUMB Mail forwarding, which just forwards emails without leaving a copy on the myUMB Mail server. If you have Absolute myUMB mail forwarding set up, you cannot configure your account to keep a copy on the myUMB mail servers.

1. Log into your myUMB Mail account (<https://webmail.umaryland.edu>) with your myUMB ID and myUMB Password.

If you have forgotten your password, click on the “Forgot Password?” option and follow the prompts to create a new password. If you cannot reset your password, contact the ASC Help Desk.



2. Click on the **Options** Button at the top of the screen and select **Message Filters**.

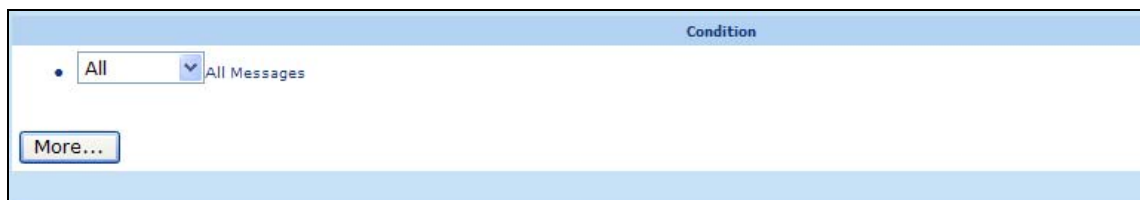
Options

Personal Information This contains personal information about yourself such as your name, your email address, etc.	Display Preferences You can change the way that SquirrelMail looks and displays information to you, such as the colors, the language, and other settings.
Message Highlighting Based upon given criteria, incoming messages can have different background colors in the message list. This helps to easily distinguish who the messages are from, especially for mailing lists.	Folder Preferences These settings change the way your folders are displayed and manipulated.
Index Order The order of the message index can be rearranged and changed to contain the headers in any order you want.	POP3 Fetch Mail This configures settings for downloading email from a POP3 mailbox to your account on this server.
Translation Options Which translator should be used when you get messages in a different language?	Message Filters Server-Side mail filtering enables you to add criteria in order to automatically forward, delete or place a given message into a folder.
Address Groups You can create address groups and add email addresses from your address book	NewMail Options This configures settings for playing sounds and/or showing popup windows when new mail arrives.
SpellChecker Options Here you may set up how your personal dictionary is stored, edit it, or choose which languages should be available to you when spell-checking.	

3. Click on the **Add a New Rule** button to set up a new rule for email forwarding.
4. Under the “Condition” section use the drop down menu to select the option **All**.



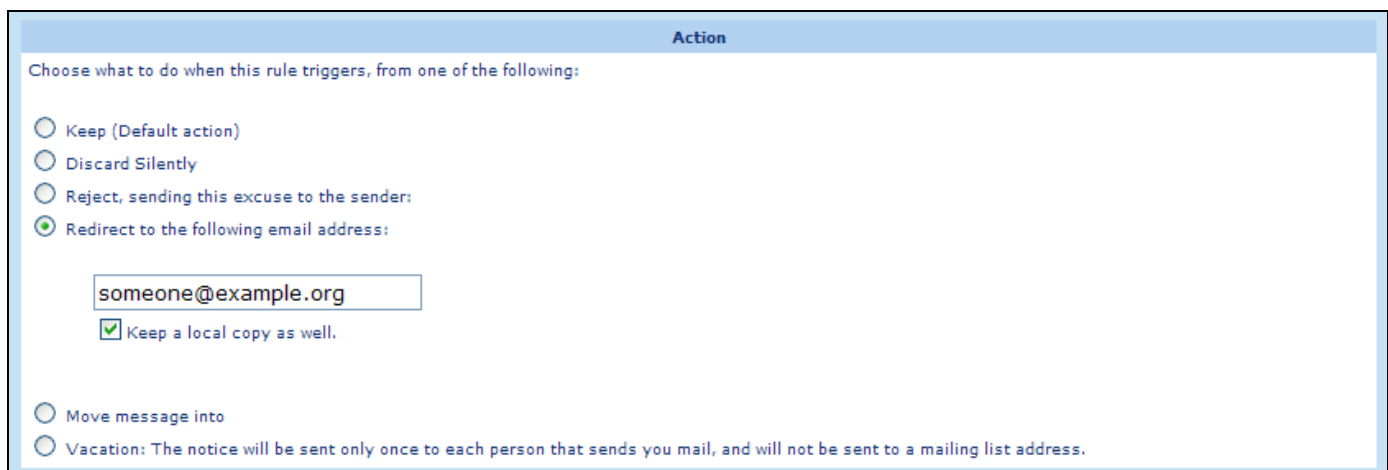
Ensure that the Condition is set to filter “All messages”.



5. Under the “Action” section select **Redirect to the following email address**.

Erase the default “someone@example.org” and enter the address you want your myUMB Mail account to forward to.

Check the box **Keep a local copy as well** to keep a copy of the message in your myUMB Mail account.



- Verify the information you entered in the filter and then click on the button **Add a New Rule** at the bottom of the screen to add the rule to your account.

Condition

• All All Messages

More...

Action

Choose what to do when this rule triggers, from one of the following:

Keep (Default action)
 Discard Silently
 Reject, sending this excuse to the sender:
 Redirect to the following email address:

someone@example.org

Keep a local copy as well.

Move message into
 Vacation: The notice will be sent only once to each person that sends you mail, and will not be sent to a mailing list address.

Additional Actions

STOP: If this rule matches, do not check any rules after it.

Notify me, using the following method:

Also keep copy in INBOX, marked as deleted.

Disable this rule: The rule will have no effect for as long as it is disabled.

Add New Rule
Cancel

- Click on the button **Save Changes** to apply this rule to your account and forward your emails to another account while keeping a copy on the myUMB Mail server.

Server-Side Mail Filtering - Current Mail Filtering Rules

Here you can add or delete filtering rules for your email account. These filters will always apply to your incoming mail, wherever you check your email.

When you are done with editing, **remember to select "Save Changes"** to activate your changes!

The following table summarizes your current mail filtering rules.

When you are done, please click the button below to return to your webmail.

Save Changes

No	Description of Rule (Display as: verbose terse tech source)	Options
1	<input type="checkbox"/> ALL	Redirect to someone@example.org Keep

Action for Selected Rules:

Enable
Disable
Delete



Add a New Rule

Congratulations! You have configured your myUMB Mail account to forward your email messages to another email account and keep a copy of the message in myUMB Mail.

Modifying or Cancelling Email Forwarding in myUMB mail

Email forwarding settings in myUMB Mail remain in effect unless a user sets up Absolute myUMB Mail forwarding in the myUMB Account Management Site or unless they log into myUMB Mail to change the email filter they set up in myUMB Mail.

Here are instructions on how to change or stop email forwarding in myUMB Mail.

1. Log into your myUMB Mail account with your myUMB ID and myUMB Password.
2. Click on the Options button and select Message Filters.
3. Click on the appropriate Icon to Edit () or Delete () the filter.
4. Click on the button **Save Changes** to save the changes you have made.

Questions?

For questions on **forwarding your myUMB Mail account**, call the Assistance and Service Center (ASC) Help Desk at 410-706-HELP (4357) (weekdays, 8:00 a.m. - 5:00 p.m.) or send an e-mail to: help@umaryland.edu