

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://directory.umaryland.edu> 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 IT 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 IT 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.

The screenshot shows the myUMB Account Management site interface. At the top left is the University of Maryland Baltimore logo. The header includes the site name, a user greeting "Welcome ASC User", and a "Log Off" button. The main content area is titled "myUMB MAIL Forwarding Address" and contains the following text: "Your current myUMB MAIL Forwarding Address is blank.", "Emails sent to auser001@umaryland.edu are forwarded to this account.", and "Enter a new email address below to set/change your myUMB MAIL Forwarding Address." Below this text is a text input field labeled "Forwarding Address:". At the bottom are two buttons: "Set Forwarding Address" and "Cancel". On the left side of the page, there is a vertical navigation menu with the same links as shown in the previous image.

- 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 to the address you specified. 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 and 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://directory.umaryland.edu> 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 IT 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 IT 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 interface. At the top left is the University of Maryland Baltimore logo. The header includes the site name, a welcome message for 'ASC User', and a 'Log Off' button. The main content area is titled 'myUMB MAIL Forwarding Address' and displays the current forwarding address as 'help@umaryland.edu'. It also shows that emails sent to 'auser001@umaryland.edu' are forwarded to this account. A text box prompts the user to enter a new email address to set or change the forwarding address, with a note that the 'Stop Forwarding' button should be used to stop forwarding. Below the text box are three buttons: 'Set Forwarding Address', 'Stop Forwarding', and 'Cancel'.

- 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 IT Help Desk by phone at 410-706-HELP (4357) or e-mail: help@umaryland.edu.