

June 2010

## ***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.

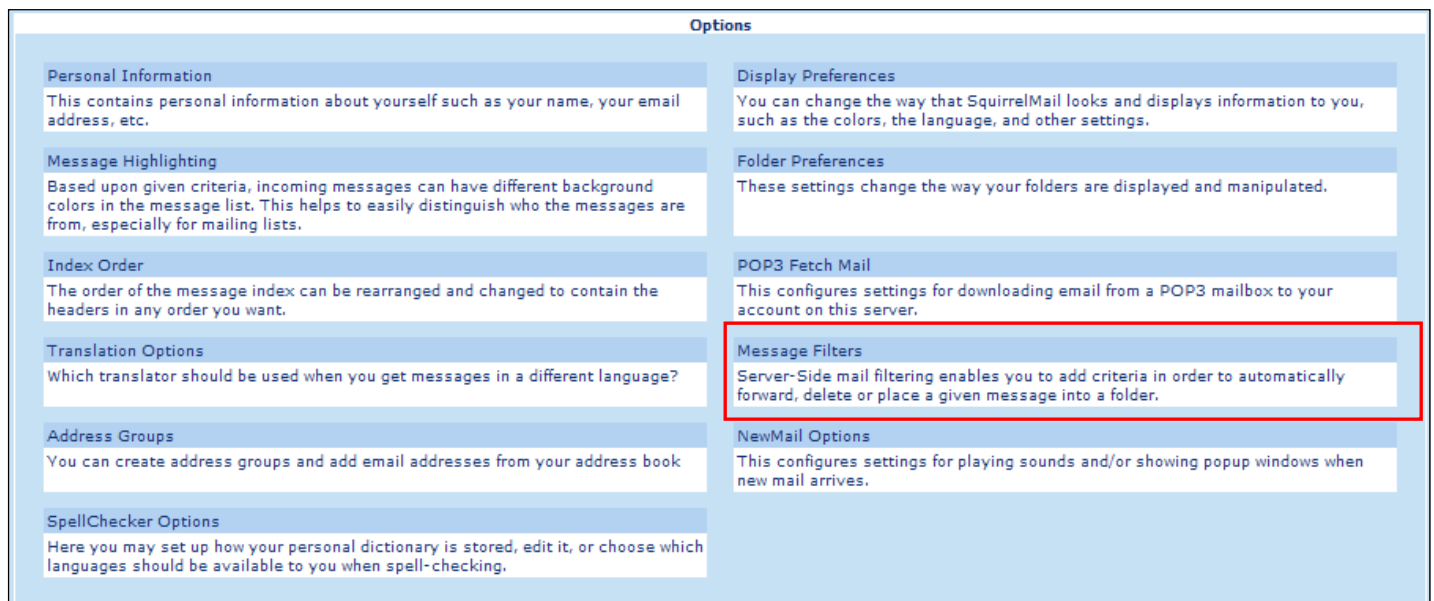
Before making these changes, be sure to log into the myUMB Account Management Site to cancel Absolute myUMB Mail forwarding, which just forwards emails without leaving a copy on the myUMB Mail server. If you have Absolute myUMB mail forwarding set up, you cannot configure your account to keep a copy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

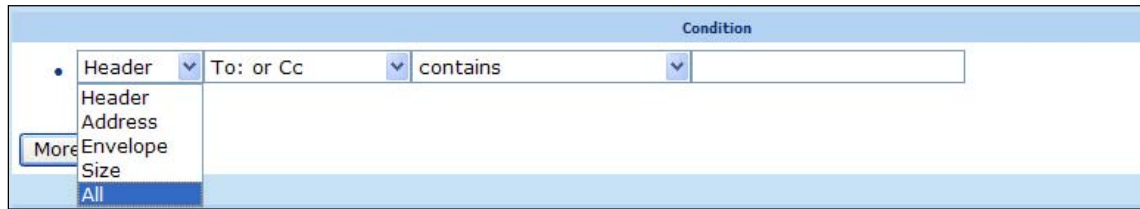


2. Click on the **Options** Button at the top of the screen and select **Message Filters**.

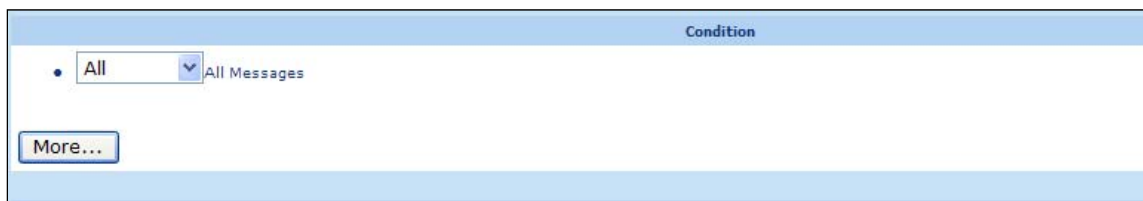
The screenshot shows the 'Options' menu in a web browser. The menu is titled 'Options' and contains several sections: Personal Information, Message Highlighting, Index Order, Translation Options, Address Groups, SpellChecker Options, Display Preferences, Folder Preferences, POP3 Fetch Mail, Message Filters, and NewMail Options. The 'Message Filters' section is highlighted with a red border. The text in the 'Message Filters' section reads: 'Server-Side mail filtering enables you to add criteria in order to automatically forward, delete or place a given message into a folder.'

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**.



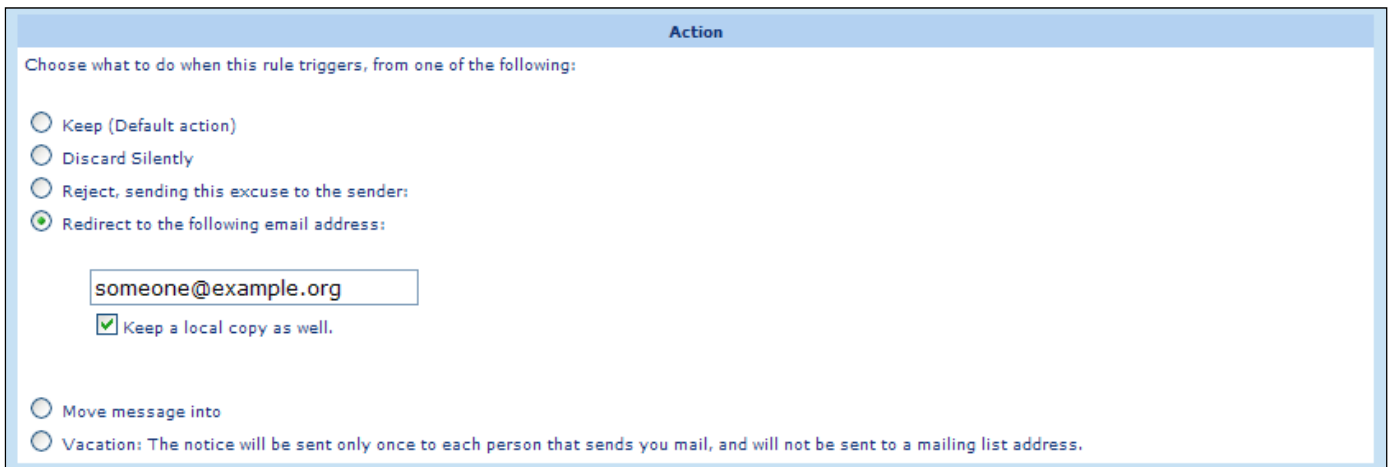
Ensure that the Condition is set to filter “All messages”.



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:

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 <b>terse</b> 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***

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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 IT Help Desk at 410-706-HELP (4357) or send an e-mail to: [help@umaryland.edu](mailto:help@umaryland.edu).