

FORWARD THE EMAIL

For forwarding the email to our personal email, we have to follow these instructions:

1. Start the personal page with our username and password, <u>http://mail.faculty.ie.edu</u> if you are faculty, or <u>http://mail.student.ie.edu</u> if you are student.

Reinventing Higher Education		
	ENTER YOUR USERNA	ME AND PASSWORD
	Username Password	
	Forgot your password? Just click here.	
	LOGIN	CLEAR

and go to "settings"- "settings"

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- Compose	□- C :	1-50 of 226 <	> *	
	🔲 🚖 no-reply 2	Check in receipt - Dear user, The items have been correctly returned to the library: IE Library - Check-In Receipt Name: Macaren	Settings	
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2. Now, select de tab "Forwarding and POP/IMAP"



Settings			
General Labels Inbox	Accounts Filters and blocked addresses Forwarding and POP/IMAP Add-ons Chat Advanced Offline Themes		
Forwarding: Learn more	 Disable forwarding Forward a copy of incoming mail to xxxx@faculty.ie.edu • and keep IE Mail's copy in the Inbox • Add a forwarding address Tip: You can also forward only some of your mail by creating a filter!]	

- 3. Do click in the button "Add a forwarding address"
 - Disable forwarding
 - Forward a copy of incoming mail to

Add a forwarding address

4. And insert the direction of our personal address

Add a forwarding address	×
Please enter a new forwarding email address:	
xxxx@gmail.com	
Can	cel Next

5. The system sends us one mail of confirmation to our personal email. We have to open this mail and click in the link for the verify



6. We have to go back to open the email of IE.



General Labels Inbo	x Accounts Filters and blocked addresses	Forwarding and POP/IMAP	Add-ons Chat Advanced Offline Themes	
Forwarding: Learn more	 Disable forwarding Forward a copy of incoming mail t Add a forwarding address 	to xxxx@faculty.ie.edu	• and keep IE Mail's copy in the Inbox	•
	Tip: You can also forward only some	of your mail by creating a filter!		

7. As the last step, we have select the option "Forward a copy of incoming mail to" and chose the option that we prefer for the forwarding:



And chose the option that we prefer for the forwarding: "keep IE Mail's copy in the inbox"; "mark the copy as read"; "delete copy" etc....

Press the button "Save change" at the end of the page, and we have now our account forwarded.

Save Changes