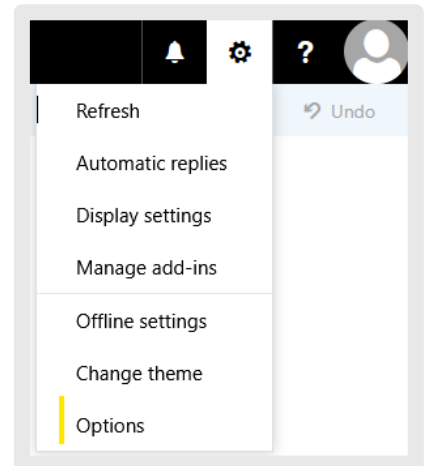


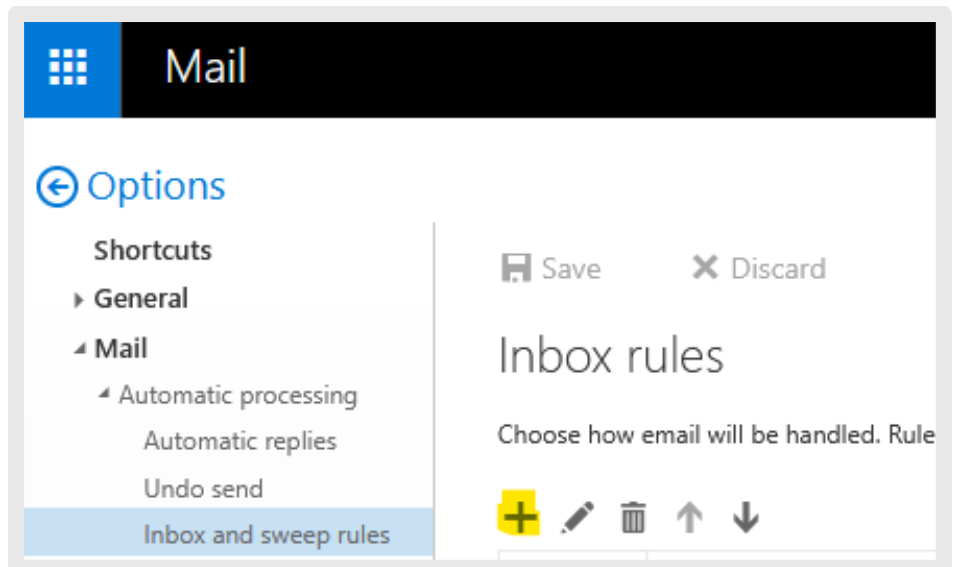
Set up e-mail forwarding within JGU

1. Open your mailbox:
<https://mail.uni-mainz.de/>

2. Settings → **Options**



3. Mail
→ Inbox and sweep rules
→ New rule: „**+**“



4. New rule

- Conditions: [Apply to all messages]
- Do all of the following: Forward, redirect or sent → Forward the message to...

OK Cancel

New inbox rule

Name

Forward all messages

When the message arrives, and it matches all of these conditions

[Apply to all messages]

Add condition

Do all of the following

Forward the message to...

Add action

Except if it matches any of these conditions

Add exception

Stop processing more rules [\(What does this mean?\)](#)

Do all of the following

Forward the message to... [Select people...](#)

Select one...

- Move, copy, or delete >
- Pin the message >
- Mark the message >
- Forward, redirect, or send > Forward the message to...
- Forward the message as an attachment to...
- Redirect the message to...
- Send a text message to...

5. Chose contact

Save Cancel

Forward the message to...

<<

Your contacts

Directory

All Rooms

[Your other account name]

Your contacts

By first name

6. Done: „Save“, „OK“ and „Save“