

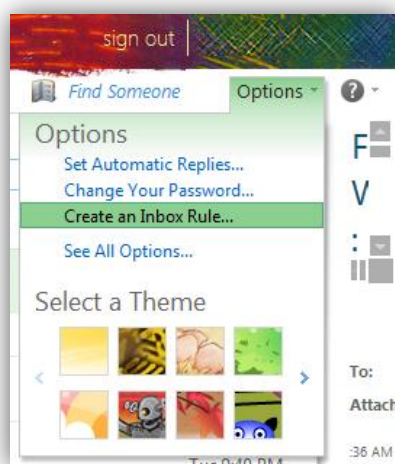
Redirecting E-mails

Information from the VLE is sometimes e-mailed to your school account. That's not much use if you don't check your school e-mail account. There are several solutions:

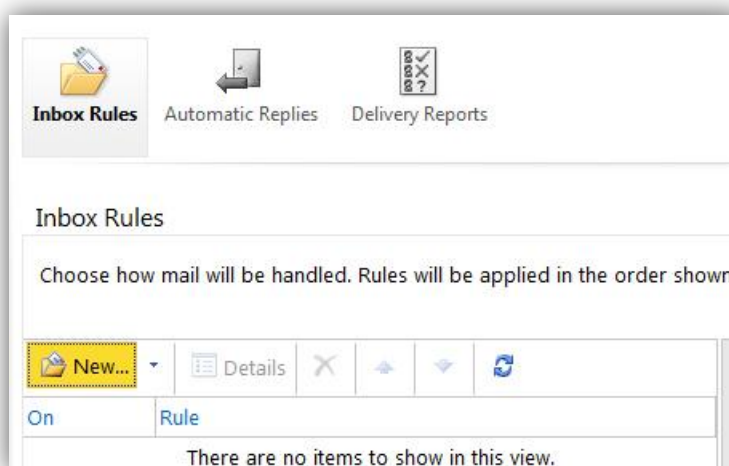
- Check your school e-mail account!
- Get your mobile phone / tablet computer / servant to check your school e-mail account for you.
- Redirect your school e-mail account to your preferred e-mail account.

These instructions describe how to redirect your e-mails.

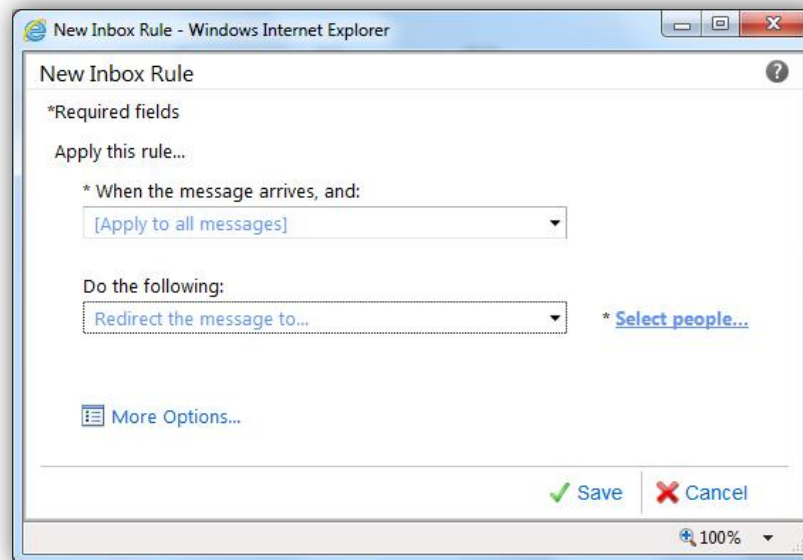
1. **Start by visiting the school e-mail web site.** Either follow a link on the VLE, or go to <https://mail.wallingfordschool.com> *Note: The 's' at the end of the 'http' is very important – without it, you'll get an error message.*
2. **Log in** using your usual username and password.
3. **Click on Options.** It's in the top left corner of the page.



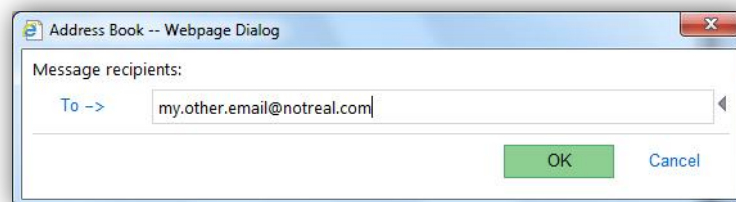
4. In the drop down box that appears, **click on Create an Inbox Rule...**
5. On the **Inbox Rules** page that appears, **click on New...**



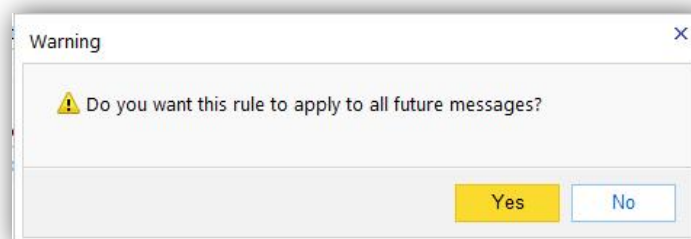
6. In the New Inbox Rule window that appears, change the first dropdown box to read, “[Apply to all messages]” and the second box to read, “Redirect the message to...”



7. The Address Book should open. If it doesn't, **click on Select people...** to open it.
8. Ignore most of the Address Book window and look at the bottom. **In the To -> box, enter the e-mail address you want e-mails to be sent to** (i.e. the e-mail account you **do** check!).



9. **Click OK.**
10. **Click Save.** If you get a warning asking, “Do you want this rule to apply to all future messages?” **click Yes.**



That's it, you're done. Any e-mails sent to your school e-mail account should now be forwarded to your other account. They'll still be kept in your school account, so you should still log in periodically to clear out any old, unwanted messages.