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.

- 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...

						x Rules	Inbox
Choose how mail will be handled. Rules will be applied in the	he order showr	will be applied in the ord	ules v	ndled.	will be har	ose how ma	Choose

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..."

New Inbox Rule - Windows Internet Explorer		
New Inbox Rule		0
*Required fields		
Apply this rule		
* When the message arrives, and:		
[Apply to all messages]	*	
Do the following:		
Redirect the message to	*	Select people
II More Options		
	🗸 Save	X Cancel
		100% -

- 7. The Address Book should open. If it doesn't, **click on Select people...** to open it.
- 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!).

Message rec	pients:		
To ->	my.other.email@notreal.com		•
		OK	Cancel

- 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.