Directions to Forward Tri-C Email to Another Account

**Background / Rationale**

Many instructors copy their announcements to e-mail so that students can have immediate updates if they check their e-mail. The intention is to facilitate communication and help students stay connected and complete the course.

As of Summer 2007, students are no longer able to change their Blackboard e-mail address and must receive any class e-mail sent via Blackboard in their Tri-C accounts.

Given that some students may prefer to use the Tri-C account while others may not, please use the directions below to create a "rule" that will handle incoming e-mail from a particular e-mail address or containing particular text.

**Directions**

Go to your My Tri-C Space account and click the e-mail icon at the top-right corner of the screen.

If the left-hand navigation frame of your e-mail looks like this at the bottom, click the up-arrow .... to expand those choices for easier viewing.

Upon expanding, the left side should look like this....

Click on the icon for **Rules**. You will see these items appear on the right....
Click on the icon for **New**. This dialogue box will appear....

First, give the rule a name under **Rule Name**.

Under the action statement "When a message arrives," put your instructor's e-mail address (e.g. george.kanieski@tri-c.edu) in the space "From field contains." You can also use "Subject contains" if you know your instructor will use particular text for announcements (e.g. **ENG 1010 News**).

Leave the "Sent to" field blank.

Under the action statement "Then" click to select "Forward it to" and type **your preferred e-mail address** in the box (e.g. j.smith@someplace.com).

Using these hypothetical values, your screen would look something like this....
Finally, click the **Save and Close** icon....

The rule will now be active. It will automatically forward a copy of the message to your preferred account and keep a copy in your Tri-C Email inbox.