אגף טכנולוגיות, חדשנות ודיגיטל
אוניברסיטת בן-גוריון בנגב

Automatically directing messages to another account

After logging into your mailbox from https://xmail.bgu.ac.il

press the gear icon and choose **options.**
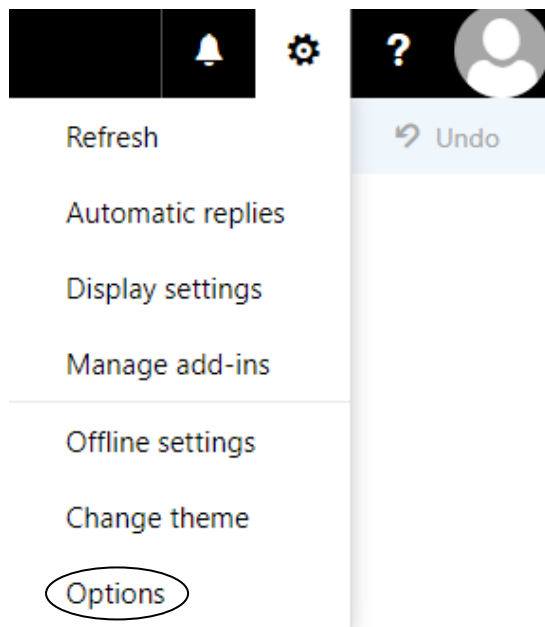
In the **Options** window, choose the **mail** category and then press **Inbox rules.**

Press the plus sign (+) and in the next window we will perform few actions.

We will type a name for the action.

In the **When the message arrives…** section, press **Apply to all messages.**

In the **Do all of the following** option, press **forward, redirect or send.**

New inbox rule

Name

Automatically directing messages to another account

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

[Apply to all messages]

Select one...

It was sent or received   >

It includes these words   >

My name is   >

It's marked with   >

It's   >

Its size is within the specified range...

It's received within a specific date span...

✓ [Apply to all messages]

New inbox rule

Name

Automatically directing messages to another account

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

[Apply to all messages]

Add condition

Do all of the following

Select one...

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...

In the contacts window that will appear, choose the email account you would like to automatically direct the message to, and press Save.

»

Search People

Your contacts   By first name ▾

My External Account
UserName@gmail.com

To end the action press **Save.**

Good luck

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