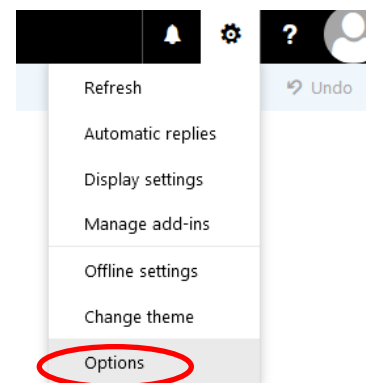


HAIMAIL CREATE FORWARDING

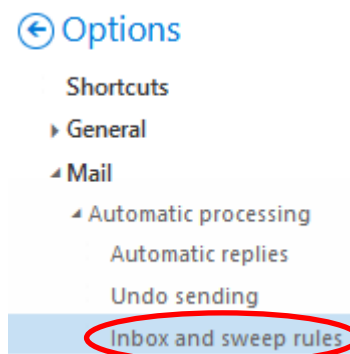
1) Login to your HAI mail via <https://haimail.alumni.uni-heidelberg.de/>

2) After logging in, click on the "wheel" symbol in the top right-hand corner

and then click on "Options" in the selection that opens.

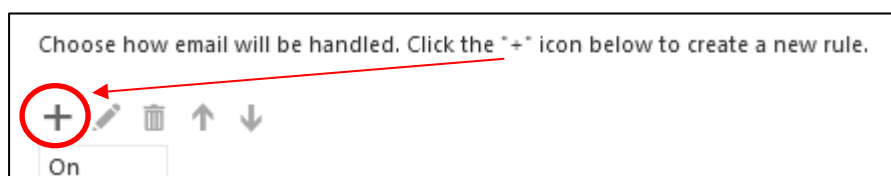


3) In the menu that appears on the left, click on "Mail", then "Automatic processing", then "Inbox and sweep rules".



4) In the main area in the middle, you can use rules to define various actions for your emails that will be carried out automatically, e.g. forwarding all incoming emails to another email account.

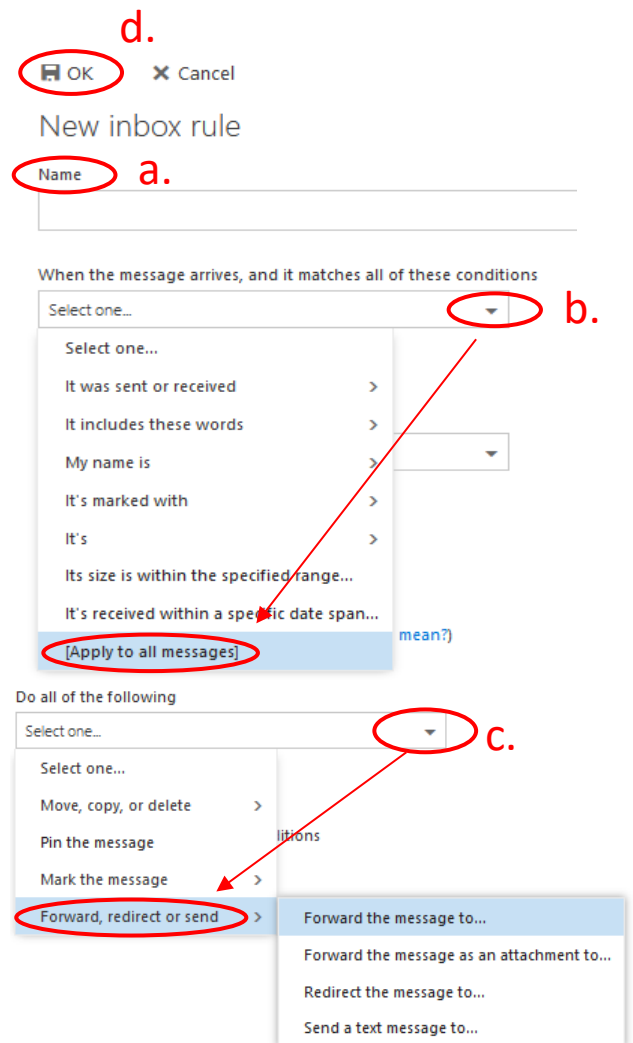
5) Click on the "+" symbol to create a new inbox rule for forwarding. A new window appears.



6) In the new window, configure the rule as follows:

- a. Assign a name (e.g. Forwarding)
- b. Under "When the message arrives, and it matches all these conditions", select the last option "[Apply to all messages]" in the selection list that opens.

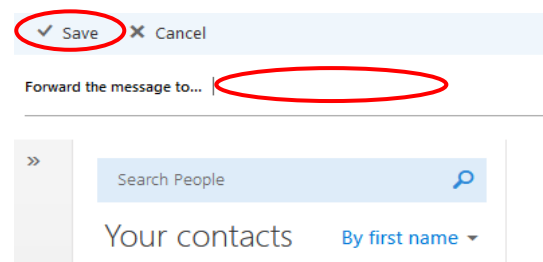
c. Then, under "Do all of the following", select the last option "Forward, redirect or send" and then select your desired option in the new menu:



What is the difference between forwarding and redirecting:

- If a mail is **forwarded**, the sender is you; if the recipient of the forwarded mail clicks on "Reply", this person writes to you.
- If a mail is **redirected**, the sender remains the same; if the recipient of the redirected mail clicks on "Reply", this person writes to the original sender.

In the new window, enter the e-mail address to which your messages should be redirected or forwarded and click on "Save".



d. Click on "OK" to confirm your new forwarding rule.

If you have any further questions, please do not hesitate to contact the HAImail administration at postmaster@alumni.uni-heidelberg.de.