
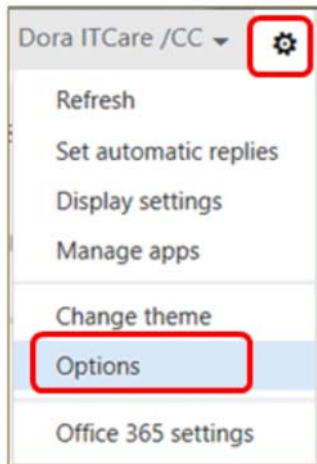
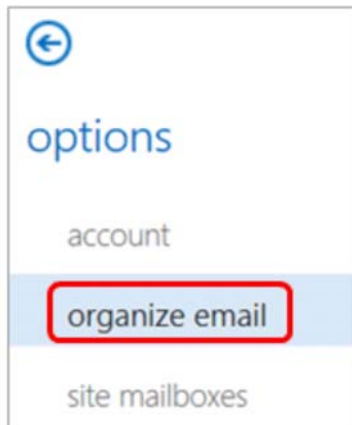


## Configuration steps to auto redirect Connect Mails to personal mailbox

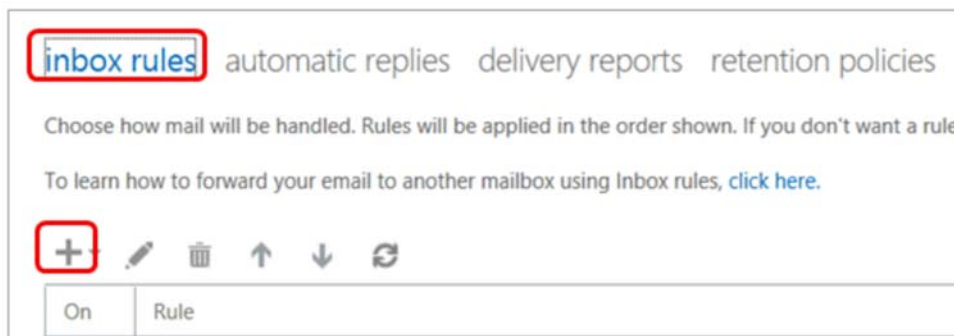
1. From your Connect Mail, click the “Cogwheel”  button at the top right hand corner of your screen and select **Options**.



2. On the Left navigation panel, click **organize email**.

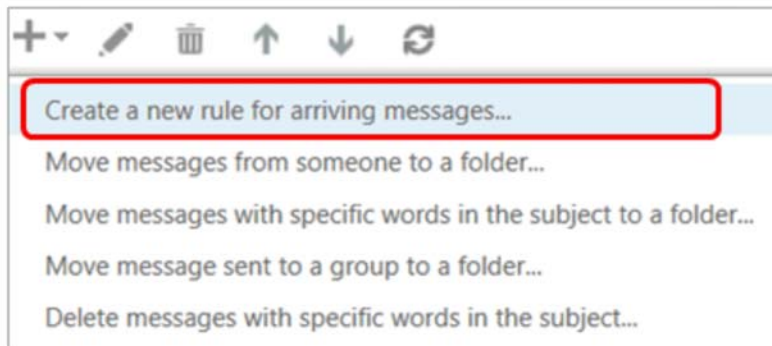


3. Click on **inbox rules** and then on + to create new rule.

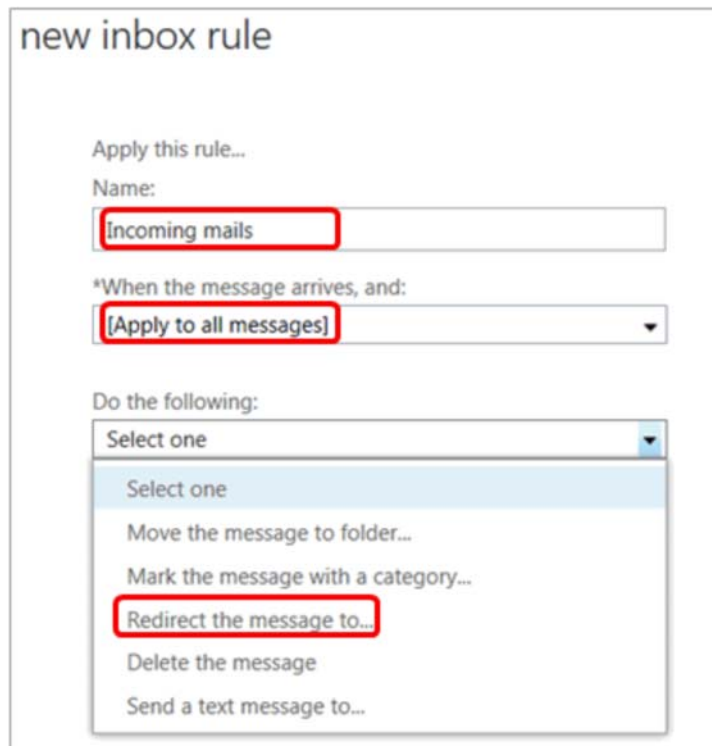


## Configuration steps to auto redirect Connect Mails to personal mailbox

Select **Create a new rule for arriving messages...**



4. In the **new inbox rule** window,
  - a. Give a name for your new rule.
  - b. Under **When the message arrives**, select **Apply to all messages**.
  - c. Under **Do the following**, select **Redirect the message to**.



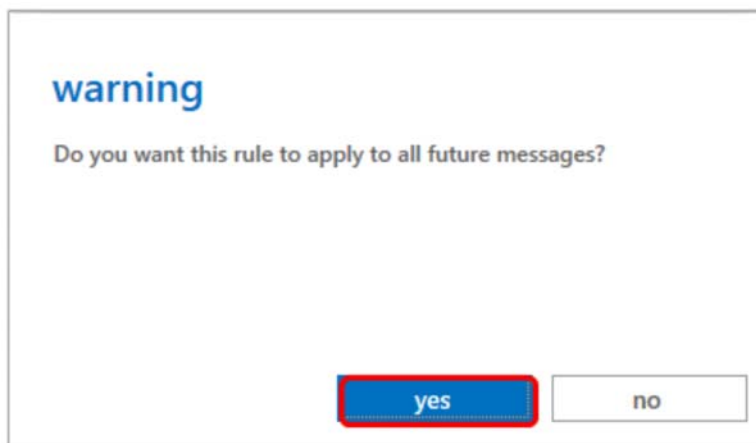
## Configuration steps to auto redirect Connect Mails to personal mailbox

- The Address Book screen will pop up. In the **To** field, enter your preferred email address to redirect to and click **OK**.



The screenshot shows two side-by-side panels of the Address Book configuration screen. The left panel shows the 'To' field empty, with a search bar and 'all people groups' below it. A red arrow points from the left panel to the right panel. The right panel shows the 'To' field populated with 'dora.itcare@np.edu.sg;'. The 'OK' button is highlighted with a red box, and the search bar and 'all people groups' are also visible.

- Click **Save** and **Yes** to apply the rule. Once you are done, you can try to send a test email to your NP Connect Mail and verify you receive a copy in your preferred mailbox.



The screenshot shows a warning dialog box with the title 'warning' in blue. The text inside reads 'Do you want this rule to apply to all future messages?'. At the bottom, there are two buttons: 'yes' (highlighted with a red box) and 'no'.