

# Email Forwarding Choices For Skidmore College Graduates

## What happens to my email account when I graduate?

Your email account is closed one year after the May commencement.

## What can I do?

You have two options:.

### After your account closes:

Alumni Development maintains an email forwarding system. Recent graduates can set up *forwarding for life* after their email account closes.

You may not set up this type of forwarding during the year that your account is still active.

The URL for Alumni forwarding is <https://skidnet.skidmore.edu/AWC>

Look in the left column for *Email Forwarding*.

### Within the year after commencement:

Until your account is closed (one year after May commencement), you can set up your own forwarding through *Outlook Web Access*.

The directions follow.

## Create a Forwarding Rule While Your Account is Active

### Required Browser:

You need the premium version *Outlook Web Access* to create this rule; only the premium version has rules.

Access to the premium version depends upon your Internet browser and operating system.

*Firefox* and *Safari* access the **basic** version. Apple Macs can access only the basic version.

Only *Internet Explorer* in *Windows* can run the premium version.

### Create a rule to forward your email to another account:

1. From a Windows computer, run *Internet Explorer*.
2. Go to <http://owa.skidmore.edu>
3. Log into OWA **Premium**, not Basic.

Username:

Password:

**Client** (what's this?)

Premium ←

Basic

**Security** (what's this?)

Public or shared computer

Private computer

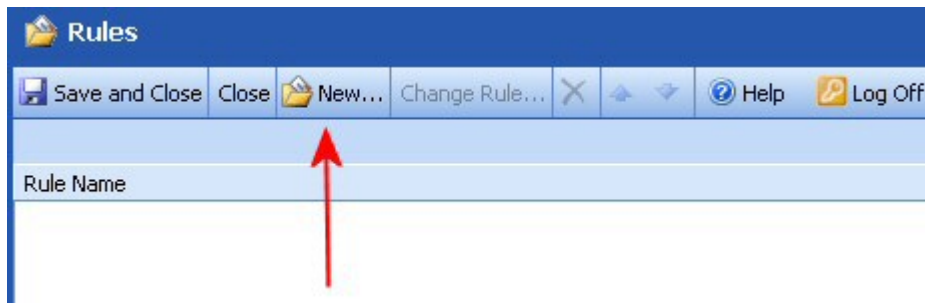
4. Click the **Rules button** or the **Go to Rules button** in the Navigation Pane.

Rules Button when Navigation  
Pane is Expanded

Go to Rules Button when  
Navigation Pane is Collapsed



5. Click the **New** button.



6. **Type** a name for your rule.

7. **Type** an address in "Forward it to."

**Caution 1:** A typo in the address can cause your mail to disappear forever.

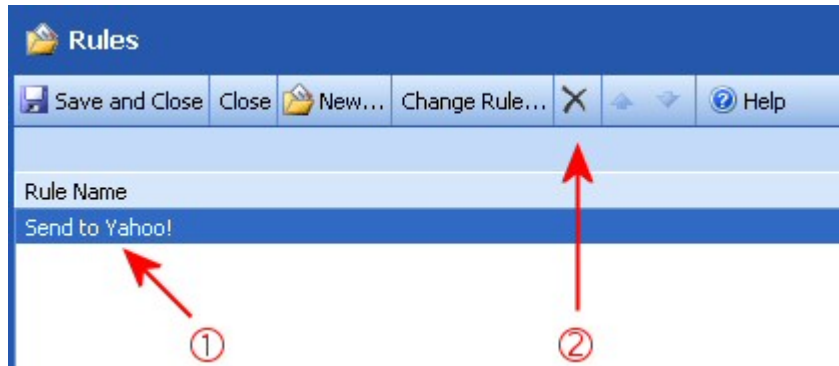
**Caution 2:** Closing an account to which you are forwarding will cause your email to disappear.

A screenshot of the Outlook 'New Rule' dialog box. The 'Rule Name' field contains 'Send to Yahoo!'. The 'When a message arrives' section is expanded. The 'Forward it to' option is selected, and the address 'kyle.chenlee@yahoo.com' is entered in the 'People or Distribution List' field. A red arrow points to the 'Forward it to' radio button.

8. At the top of the "edit rule" window, click the **Save and Close** button.

### Stop forwarding:

1. You stop forwarding by deleting the rule.
2. Click the **Rules** button to see a list of your rules.
3. **Highlight** your forwarding rule (step 1 below).
4. Click the **X** button to delete the rule (step 2 below).



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