
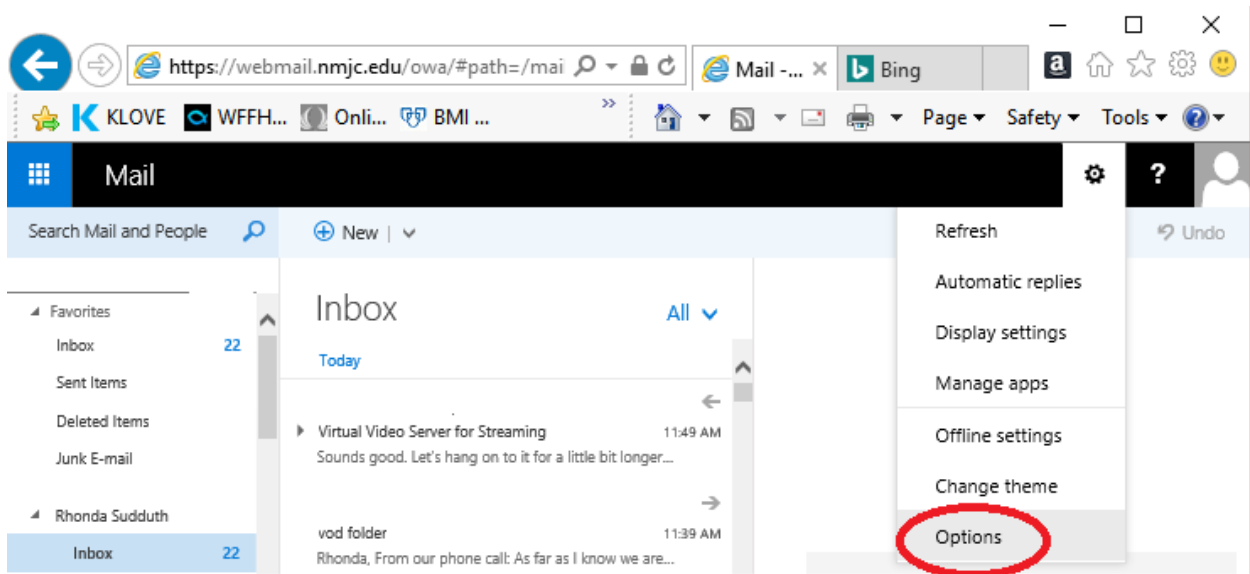


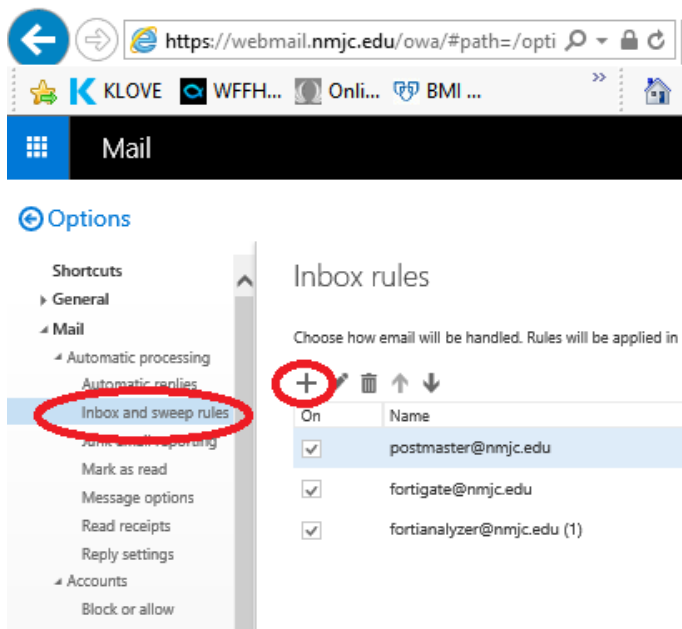
[How to Redirect Email to Personal Email Account](#)

When accessing your NMJC email account select 'Options', then "Create an Inbox Rule", select "New". Configure the new rule according to the example below. After creating the rule send a test email to your NMJC email account and verify that it was delivered to your personal email account.

Step 1: Access your NMJC email and select "Options" in the dropdown of the settings icon, .



Step 2: In "Options" under "Mail" select "Inbox and Sweep rules." Select the "+" sign.



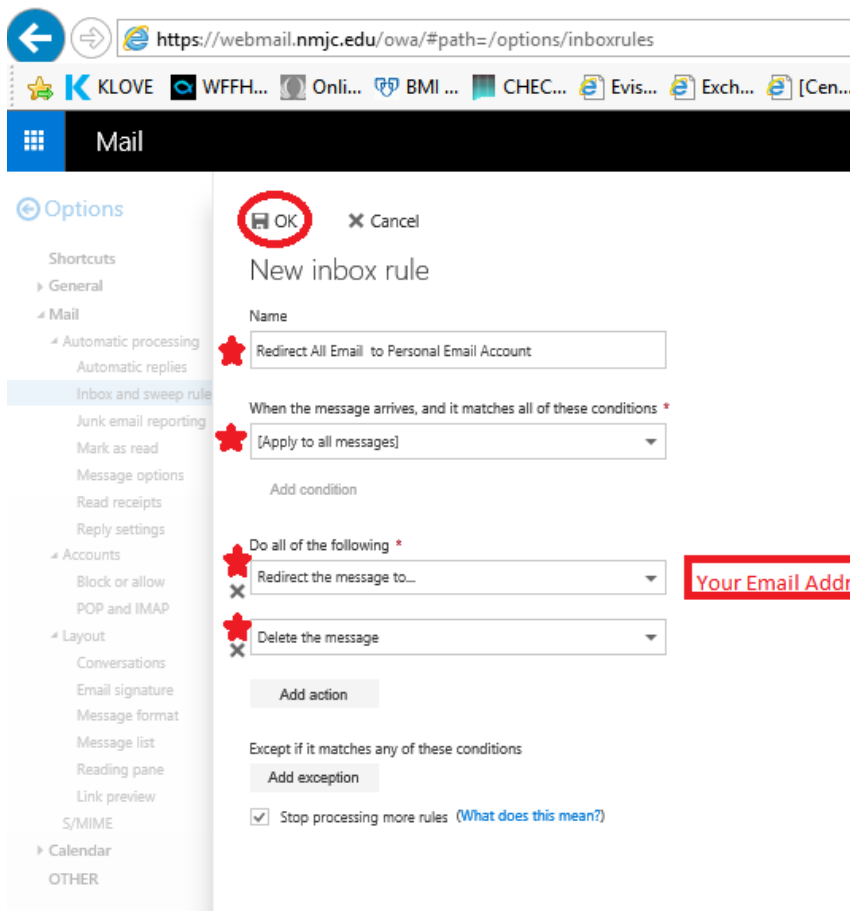
Step 3:

In the “Name” box, enter the name of the rule, ex. “Redirect All Email to Persona Email Account.”

In the “When the message arrives,” box, select “Apply to all messages.”

In the “Do all of the following*” box, select “Redirect the message to...” and enter your email address in the form.

In the next box select, “Delete the message.”



When complete select the “OK” option marked with a red circle below. Send a test email from your **personal email account** and check to see that it is delivered in the Inbox of **your personal email account**. If it does, you have been successful in forwarding your NMJC email to your personal email account.