

# 11

## ~~10~~ EASY STEPS TO...

# Forward Your CityTech Email to Another Email Account, *WEBMAIL Version*

1. Login to your Webmail Account  
*<https://email1.citytech.cuny.edu/gw/webacc>*
2. Select The “Options” icon  
*The icon is located on the top, right side; it looks like a gear*
3. Select “Options” from the drop down menu
4. Select the “Rules” tab
5. Select “Forward” from the drop down menu
6. Select “Create”
7. Complete the necessary fields:
  - a. “Rule name” – enter a name you can save with and identify later
  - b. “If” variables: 1) Select “To” from the first drop down menu  
2) Select “Matches” from the second drop down menu  
3) Enter your CityTech email. EX: *zsmith@citytech.cuny.edu*
  - c. “To” – enter the email address where all CityTech emails will be forwarded
  - d. “Subject” – enter a header subject for all forwarded emails. EX: *“Fwd:”* or *“From CityTech”* or *“Work Email”*
8. Complete the optional fields, if necessary:
  - a. “CC” and “BC” – enter any email addresses where you would like forwarded emails to be carbon copied or blind copied
  - b. “Message” – enter a header message to be included on all forwarded emails.  
EXAMPLE: *“From my CityTech account.”* or *“From the College.”*
9. Select “Save”
10. Verify that the rule has a check mark next to it, indicating that it is active.
11. Select “Close”