

Forwarding:

You can forward all your incoming mail to another address by creating a simple filter rule in the web mail interface (<https://webmail.tf.uni-kiel.de>).

1. Log in to your account and click on the *gear wheel* in the upper right corner.
2. If the language of the web interface is set to German you can change it to English by clicking *Benutzeroberfläche* in the second column from the left and choosing *English* in the drop down menu. To apply your settings click *Speichern*.
3. Now you should click on the button *Filters* in the settings column. The columns *Filter sets* and *Filters* will appear. To add filters such as the forwarding filter you need to click on the plus sign of the *Filters* column.



4. Enter the following information and apply your changes by hitting save on the bottom of the site.

Filter definition

Filter name:

For incoming mail: _____

matching all of the following rules
 matching any of the following rules
 all messages

...execute the following actions: _____

Redirect message to

If you want to keep a local copy of your mail on the TF Servers you can choose *Send message copy to* in the drop down menu.

Filter definition

Filter name:

For incoming mail: _____

matching all of the following rules
 matching any of the following rules
 all messages

...execute the following actions: _____

Send message copy to

5. To delete or disable the redirecting filter rule you need to highlight the “Forwarding” Filter rule that you just created (the background of the button will turn to a slightly darker tone) and click on the gear wheel below it. You can either delete the filter rule completely or just disable it to use it later again.

