

# Melbourne Consulting and Custom Programs

## Instructions for Re-directing your University of Melbourne Emails

### Step 1.

Go to the University of Melbourne Home page <http://www.unimelb.edu.au/student> click on Current Students to get to the student portal page.

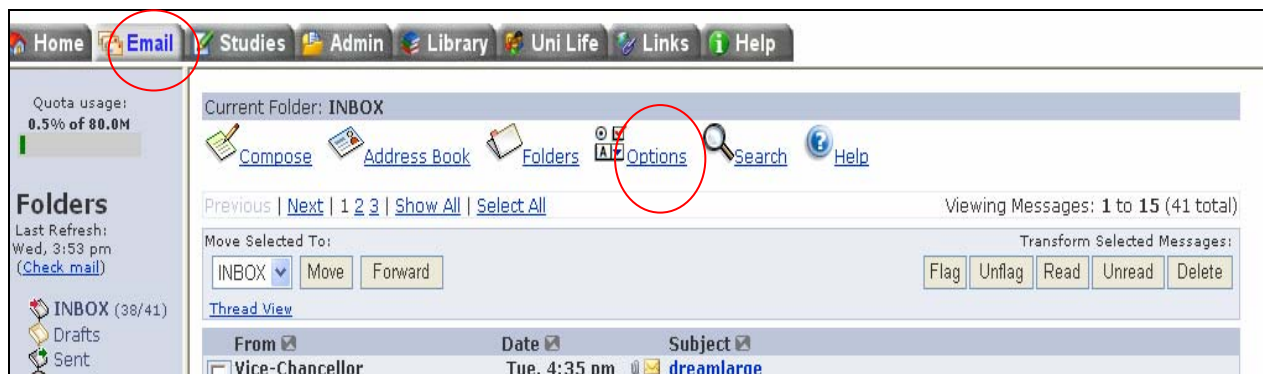
### Step 2

Enter your email username and password

Note : if you have forgotten either of these please go to <http://accounts.unimelb.edu.au/> click on student, then enter your details. The next page will display your username and will allow you to reset you password

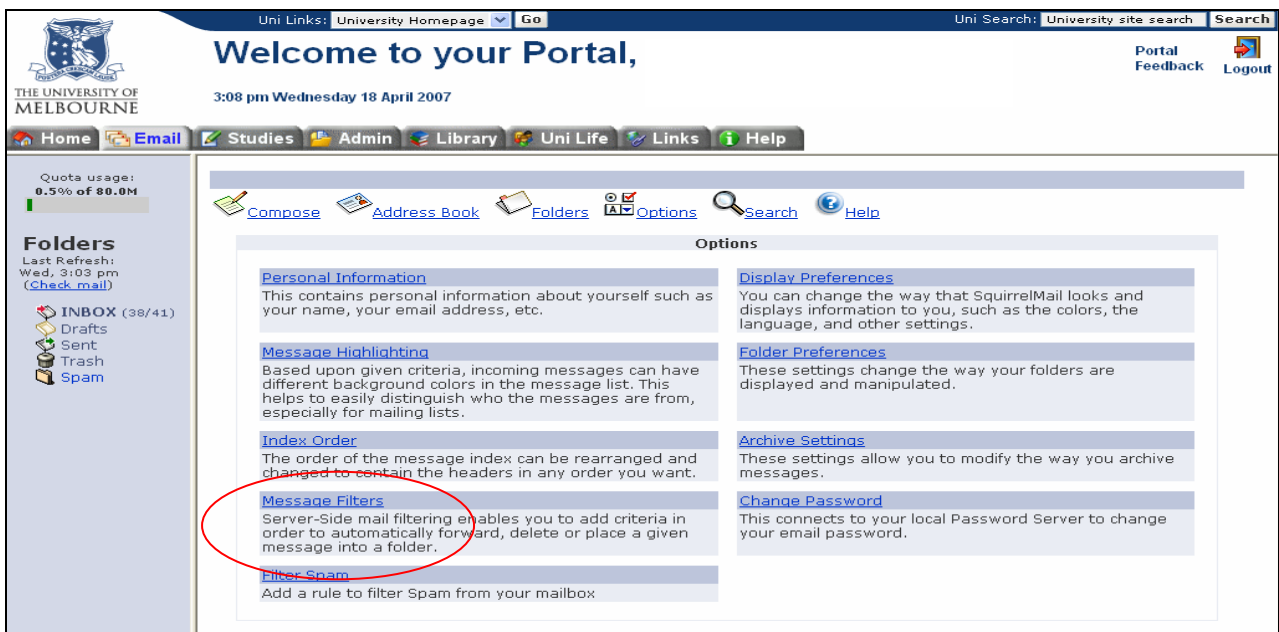
### Step 3.

Click on the Email tab and then on the email page click on Options



### Step 4

Click on Message Filters



## Step 5

Click on Add a New Rule

Uni Links: University Homepage Go Uni Search: University site search

# Welcome to your Portal,

3:22 pm Wednesday 18 April 2007

Home Email Studies Admin Library Uni Life Links Help

Quota usage: 0.5% of 80.0M

### Folders

Last Refresh: Wed, 3:13 pm (Check mail)

- INBOX (38/41)
- Drafts
- Sent
- Trash
- Spam

### Server-Side Mail Filtering - Current Mail Filtering Rules

Here you can add or delete filtering rules for your email account. These filters will always apply to your incoming mail, wherever you check your email.

When you are done with editing, **remember to select "Save Changes"** to activate your changes!

Created: Thu, January 1, 1970 10:00 am.  
Last modified: **Thu, January 1, 1970 10:00 am**

The following table summarizes your current mail filtering rules.

No	Description of Rule (Display as: <a href="#">verbose</a> <a href="#">terse</a> )	Options
1	<input checked="" type="checkbox"/> All messages considered as <b>SPAM</b> (unsolicited commercial messages), matching the Spam List (s):and with score greater than 5, will be stored in the Spam Folder. Then <b>STOP</b> processing rules.	

Delete Selected

**Add a New Rule**

Add SPAM Rule

## Step 6

Click All Messages, then Move to Step 2

Home Email Studies Admin Library Uni Life Links Help

Quota usage: 0.5% of 80.0M

### Folders

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- Spam

### Server-Side Mail Filtering - Add New Rule

#### New Rule Wizard - Step 1 of 4: Rule Type

What kind of rule would you like to add?

- Header Match  
Perform an action on messages matching a specified header (From, To etc.).
- Size  
Perform an action on messages depending on their size.
- All Messages  
Perform an action on **all** incoming messages.

Clear this Form Cancel

**Move on to step 2 >>**

### Step 7

Click on Redirect to the following email address and enter your email address in the box.

Home Email Studies Admin Library Uni Life Links Help

Compose Address Book Folders Options Search Help

Quota usage:  
0.5% of 80.0M

**Folders**  
Last Refresh:  
Wed, 3:41 pm  
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**Server-Side Mail Filtering - Add New Rule**

**New Rule Wizard - Step 3 of 4: Action**

Choose what to do when this rule triggers, from one of the following:

- Keep (Default action)
- Discard Silently
- Reject, sending this excuse to the sender:
- Redirect to the following email address:  
  
 Keep a local copy as well.
- Move message into
  - the existing folder: INBOX
  - a new folder, named  created as a subfolder of [ None ]
  - Also keep copy in INBOX, marked as deleted.
- "Vacation": The notice will be sent only once to each person that sends you mail, and will not be sent to a mailing list address.

### Step 8

Click Move on to Step 4 and then click on Finished to complete the process.

**Additional Actions**

If this rule matches, do not check any rules after it.

Clear this Form Start Over Cancel