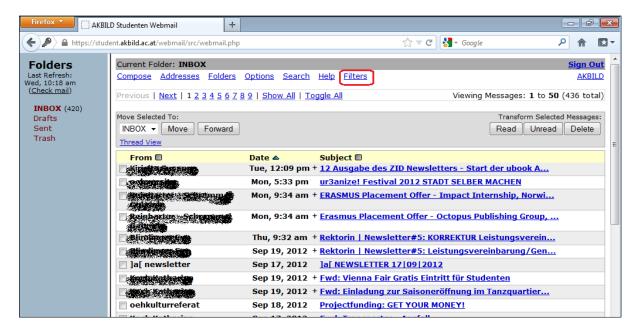
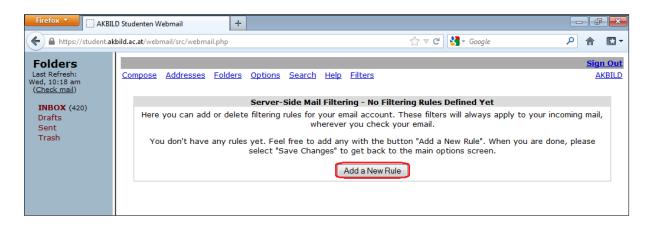
## Information Sheet How to forward your Academy Mail to your private Email account automatically

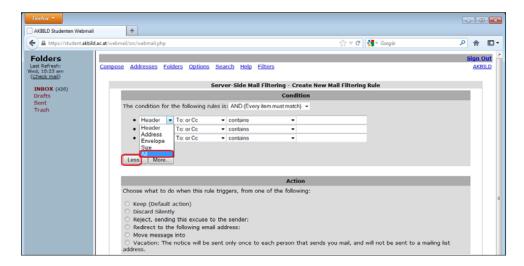
Log into your Webmail Account and click on "Filters".



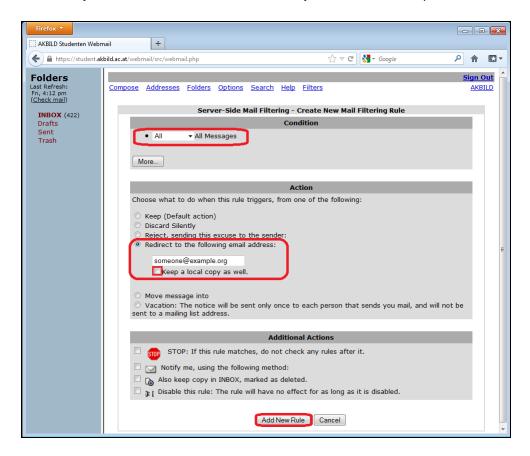
Here, click on "Add a New Rule"



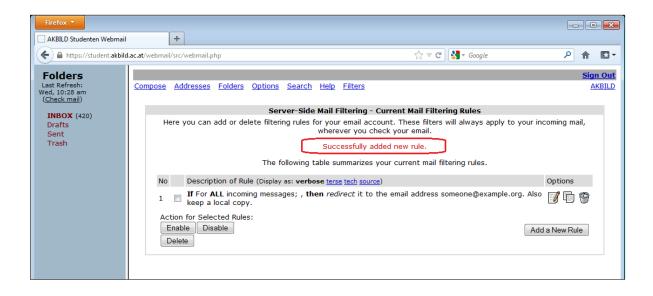
Click on the arrow next to "**Header**" and select "All". Next, click on "**Less...**", twice until you see only one forwarding condition.



You now see only one e-mail forwarding condition. Next, click on "Redirect to the following email address:" and enter your desired e-mail address. Finally, click on "Add New Rule". Please unselect the checkbox "Keep a local copy as well" so all forwarded Emails will be deleted from your academy Mailbox. This way you can avoid running over quota. Student mailboxes have a capacity of 500MB. If that capacity is exceeded you can't send and receive Emails anymore. In this case, please contact the IT Department.



Here you see that your new settings were successfully applied.



Please contact the Information Communication Technologies Department (ZID) with any problems or questions at <a href="mailto:support@akbild.ac.at">support@akbild.ac.at</a> or 01/58816-1717.