



Redirecting Student E-Mail v1.0

Students at the University of Detroit Mercy have the privilege of redirecting incoming e-mail to their student account to an alternative e-mail account. Prior to setting this up, please understand that having UDM e-mail redirected to another account does not absolve a student from the responsibilities associated with timely reading of communications sent to an official e-mail address as described within the guidelines of the Student E-Mail Policy. (For a copy of this policy, visit <http://it.udmercy.edu/>.)

Each account may have a simplified rule to redirect all incoming mail to a different address.

To access the simplified rule log in to your students.udmercy.edu account and click on the “Rules” option at the top of the screen. At the bottom of the rules page is the Redirect feature.

To enable this rule, place a checkmark in the “Redirect All Mail” box and enter the address to send messages to in the dialog box. You are then required to click “update” for the rule to go into effect.

Redirect All Mail to:

johndoe@yahoo.com

Keep a Copy Do not Redirect Automatic Messages Preserve To/Cc fields

If you wish, the options at the bottom of the box may be selected however; ITS suggests leaving all of the boxes unchecked. A description of each option is listed below.

Keep a Copy

If this option is selected, a copy of the message will remain in the student.udmercy.edu inbox. ITS suggest leaving this box unchecked to allow all mail to go to the redirected account and to eliminate the need to routinely clear out messages from the student.udmercy.edu account.

Do not Redirect Automatic Messages

If this option is selected, messages from non-human sources (mailing list messages, error messages, redirected and mirrored messages) are not processed with this rule.

Preserve To/Cc fields

Despite the name, this option addresses an internal code setting within the invisible headers of a message. Whether checked or unchecked, your redirected message will have the original sender and cc field's information.