

How to redirect your UoB Student Webmail

1) Connect to the Internet as normal.

2) Enter the address www.ballarat.edu.au

3) Select Internal Website

4) If you are connecting from home you will need to authenticate yourself as a UoB Student. See: *How to view your Webpage (& WebCT) from home*
velorum.ballarat.edu.au/~rrussell/tutorials/remote

5) Select Student Webmail, from the Services section of the Internal Website

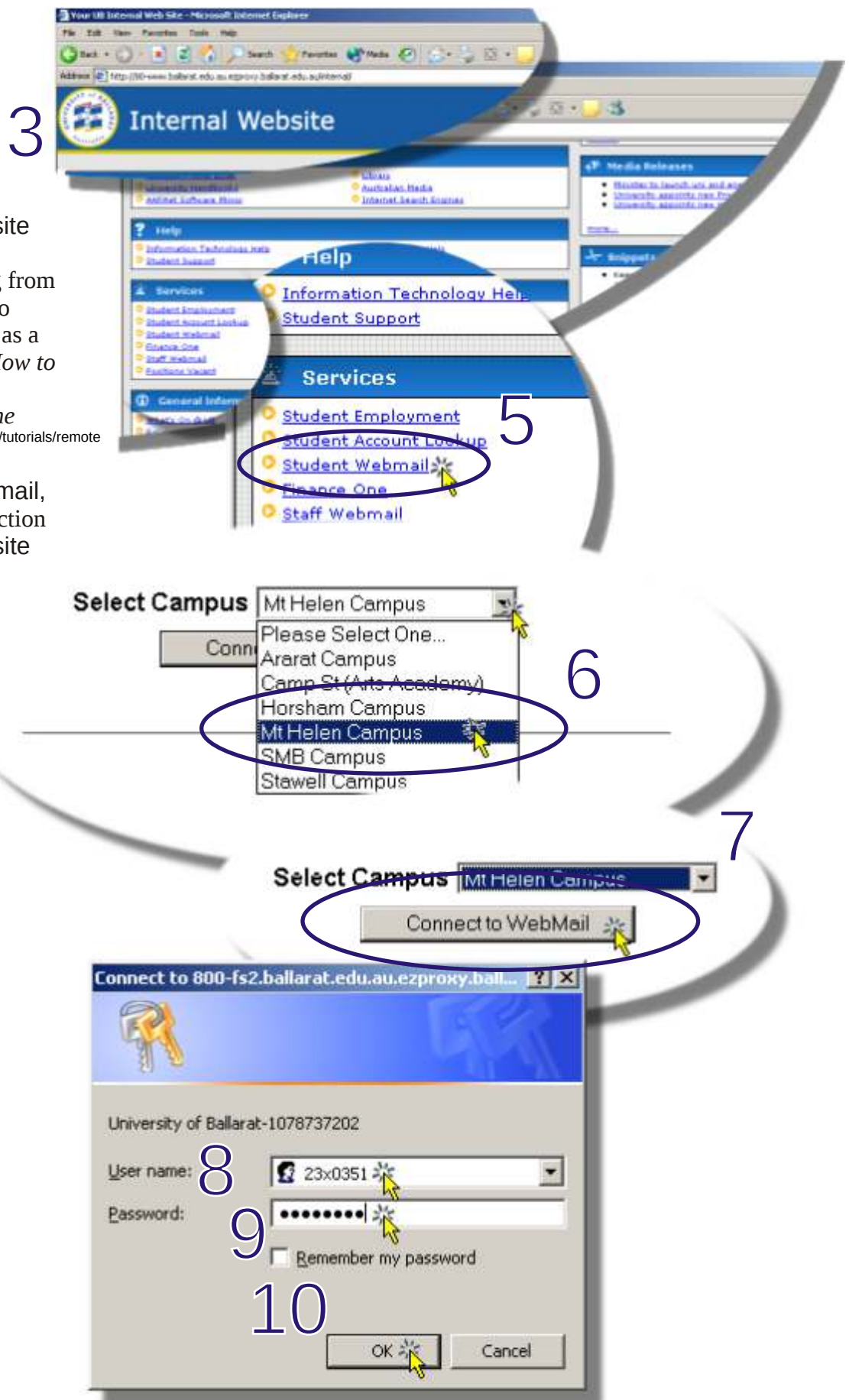
6) Select your Campus.

7) Click Connect to WebMail

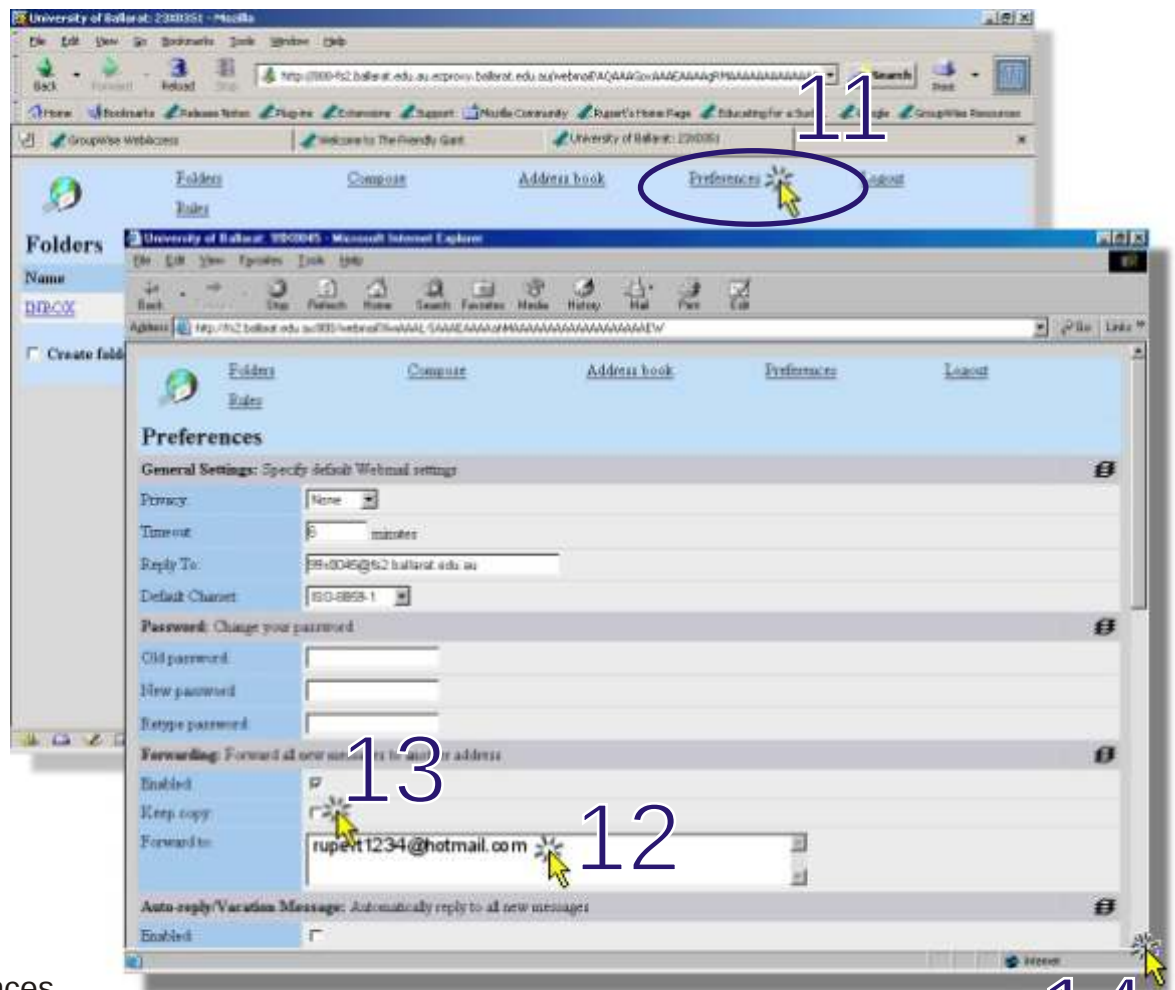
8) Enter your student number as your User name:

9) Enter your normal network password.

10) Click OK



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11) Select Preferences

12) Enter the address you want your mail forwarded to: e.g. `rupert1234@hotmail.com`

13) Turn off the keep e-mail message option, unless you particularly want to keep a copy of each e-mail message once it has been forwarded. Turning this off saves space on the server.

14) Scroll down to the bottom of the preferences screen.

15) *Optionally enter an e-mail signature. If you enter a signature it will be added to the bottom of each message you send using your student e-mail. Make sure you click the **Enabled:** option.*

16) Click Apply



Note: To test that your mail is now being forwarded to your home e-mail address compose and send a test message to your student e-mail address then check your home e-mail for the message.

Notes created by
Rupert Russell
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Applications used:
Internet Explorer
Paint Shop Pro 7 & 8
& CorelDRAW 10

URL <http://velorum.ballarat.edu.au/~rrussell/tutorials/redirect>
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