

# Forward emails from your EIT webmail to another email address

1. Go to the student portal MyEIT (<http://myeit.eit.ac.nz/>) and click **Office 365**.

**EIT** MyEIT  
EASTERN INSTITUTE OF TECHNOLOGY  
TE AHO A MĀUI

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**Kupu o te Rā**  
**Word of the day**

**Tweets** Follow

**MY EIT** @MyEIT 29 May  
Hawke's Bay Campus: EIT Public Lecture Series: Ruud Kleinpaste, 'The Bugman' is coming to... plus.google.com/10907387741656... pic.twitter.com/AMgNrA0Tuc  
Show Photo

**MY EIT** @MyEIT 25 May  
EIT's Twist and Tairawhiti Libraries will be closed on Monday June 1st - Queen's Birthday Holiday plus.google.com/10907387741656...  
Show Summary

**MY EIT** @MyEIT 22 May  
Updated healthy food pyramid: The healthy food pyramid has been updated after 15 years... plus.google.com/10907387741656... pic.twitter.com/BWDYv9qbPu  
Show Photo


**MY EIT** @MyEIT 20 May



Want more information?  
974 8000 ext 6045  
[twist@eit.ac.nz](mailto:twist@eit.ac.nz)

2. A pop up screen will appear, click **Student Email**.
3. A login screen will appear. Enter your **EIT username and password**. Click **Sign In**.

Student Webmail



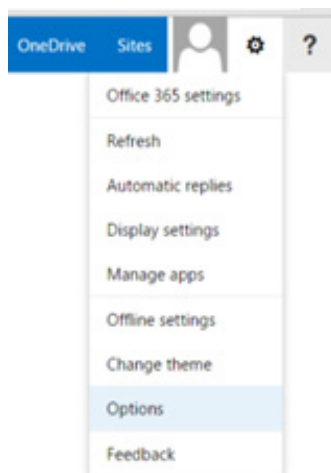
Please Sign In Below

Type your user name and password.

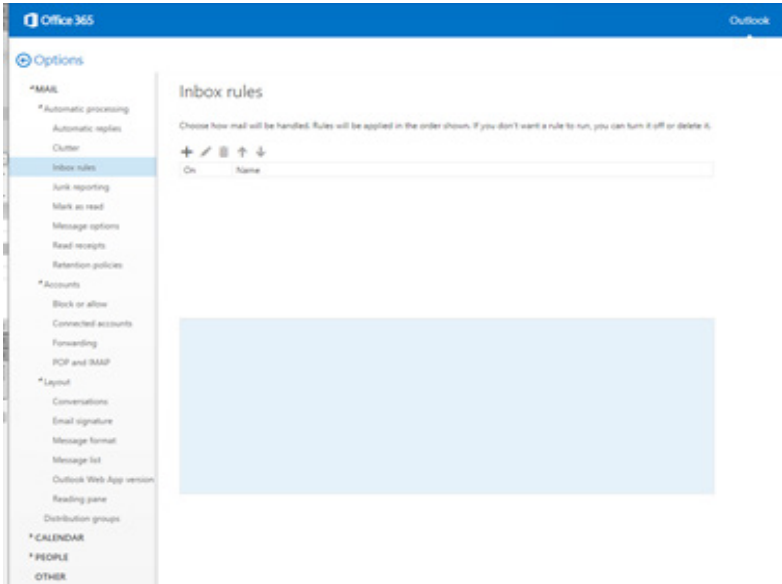
User name:  EIT\UserName

Password:

4. Click the **gear icon** and select **Options**.

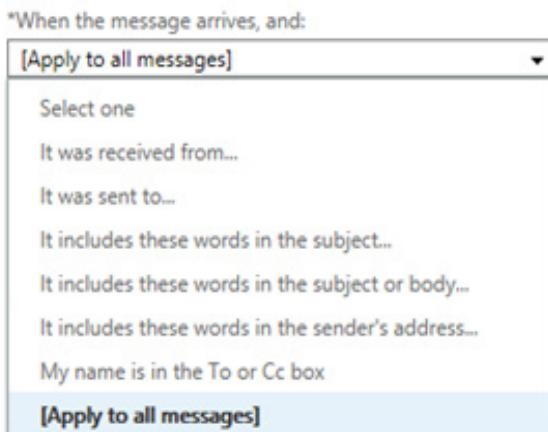


5. A list of options will appear, click **inbox rules**. Click the plus symbol **+** to make a new rule for your student webmail account.

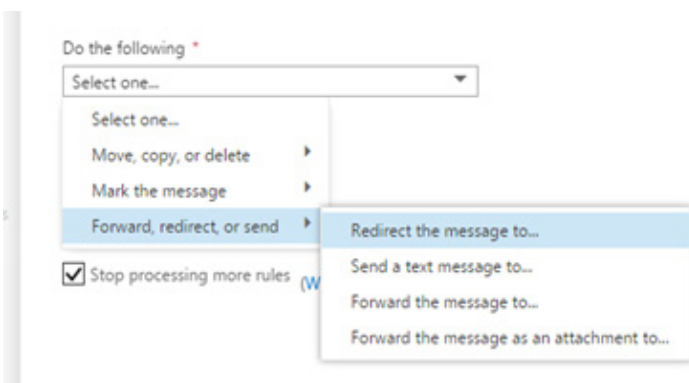


6. Type and select the following:

- Name the rule e.g. Move email
- Where it says “**\*When the message arrives, and:**” select [**Apply to all messages**]



- Next where it says “**Do the following:**” go to **Forward, redirect, or send** and then click **Redirect the message to...**



- Another screen will appear. Click next to where it says **To** in the box and type in the email address where you would like the student emails to re-direct to. Once you have entered the email address a pop-up will appear saying **"Use this address"**. Click on it to apply the entered email address.

✓ OK ✕ CANCEL

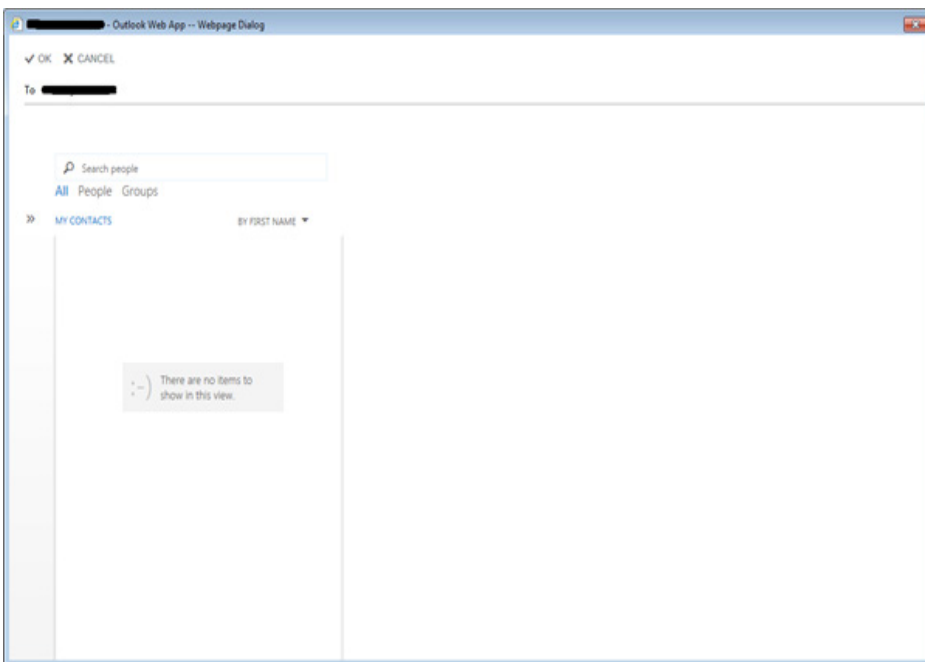
To: [REDACTED]

Use this address: [REDACTED]

 Search contacts and directory

Search my contacts

- Click **OK** to save these changes.



- Next, you will need to un-tick a box. At the bottom click the box that says **Stop processing more rules**. Click **Save** to apply this rule.

SAVE DISCARD

### New inbox rule

Name  
rule

When the message arrives, and \*  
[Apply to all messages]

Add condition

Do the following \*  
Redirect the message to... [Select people...](#)

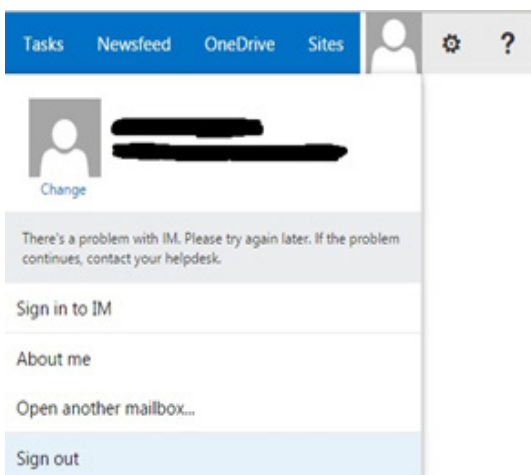
Add action

Except if  
Add exception

Stop processing more rules [\(What does this mean?\)](#)

You may receive an error message. If this happens, where it says Do the following click **Select people...** Type in the email address again, and click on the **Use this address** and click **OK**. This should save your email address.

7. Once you have done this, click your profile picture and click **Sign out**.



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