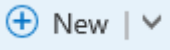
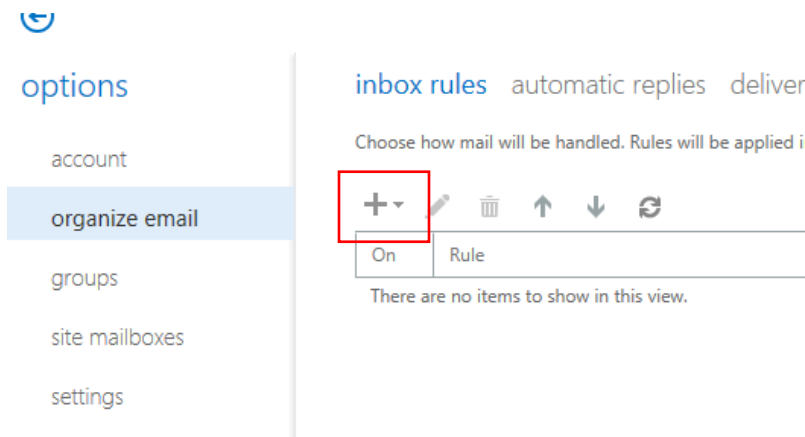


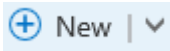
How do I automatically redirect all messages to another account?

MyMohawk Email

1. Log into MyMohawk
2. Click Mohawk Email
3. At the top of the page, select **Settings** ⚙️ > **Options**, and then select one of the following:
 - **Organize email** > **Inbox rules** > **New** 

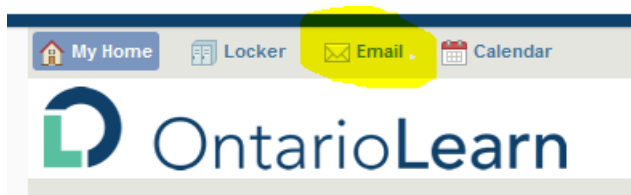


Or

- **Mail** > **Automatic processing** > **Inbox rules** > **New**  > **Create a new rule for arriving messages**
4. Type a *name* for your rule.
 5. Under **When the message arrives**, select **Apply to all messages**.
 6. Under **Do the following**, select **Forward, redirect, or send** > **Redirect the message to**.
 7. Enter the email address you want in the **To** box, or choose it from your list of contacts.
 8. Choose **OK** to save your selections, and **OK** or **Save** to create the rule.

OntarioLearn Email

1. At the top of your home screen, click on Email



2. Click on Settings

Folder List

[Inbox](#)
[Sent Mail](#)
[Drafts](#)
[Trash \(1482\)](#)

Inbox

[Compose](#)
[Refresh](#)
[Folder Management](#)

Filter By: All Messages

Folder: Inbox

[Settings](#)

3. Scroll down to "Forwarding Options" and click in the box to Forward incoming messages to an alternate email account and fill in the email address you wish to forward to. Make sure to save when finished.

Forwarding Options

☐ Forward incoming messages to an alternate email account

Email Address

- ☐ Forward and delete from the Inbox folder ?
☐ Forward and mark unread in the Inbox folder ?
☒ Forward and mark read in the Inbox folder ?