TUmail (Google mail) allows you automatically forward your incoming email to another email address. See section I – Forwarding for more details. Additionally, if you only want to forward certain kinds of messages to another account, use filters to forward messages that meet specific criteria. You can create 20 filters that forward to other addresses. See the section II – filtering to learn more about this.

[Section I: Forwarding - Forward a copy of incoming mail to other email address]

Steps:

1. Login to your TUmail at https://tumail.temple.edu/
2. Click the gear in the top right and then select the "Settings" link.
3. Select the “Forwarding and POP/IMPAP” tab and then click on the “Add a forwarding address” icon.
4. Enter a new forwarding email address in the textbox and then click on the “Next” icon.
5. You will be asked to confirm the forwarding address and then press the “Proceed” to continue the process.

6. Enable the forward a copy of incoming mail option and then click on the “Save Changes” to update the information.
[Section II: Filtering – You can also forward only some of your mail by creating a filter]

Steps:

1. Click on the “Creating a filter” link in the “Forwarding and POP/IMAP” section.

2. Specify the criteria you'd like to use for determining what to do with a message as it arrives. Use the "Test Search" button to see which messages would have been filtered using these criteria. Messages in Spam and Trash will not be searched.

[Example A: Forward everything to other email address]
- Put the forwarding email address in To column
- Click on to verify your filter results
- Click on the “Create filter with this search”
- Enter your filter criteria in the appropriate filed
- Click on the "Create filter"

- Once it is saved, you can edit or delete it from the Filters tab.
[Example B: forwarding all the emails from multiple email addresses to myemail@tuhs.edu]

- Put multiple email addresses into the From column
- Put the forwarding email address in To column
- Click on Create filter with this search

- Enter your filter criteria in the appropriate filed
- Click on Create filter