

Setting Your K-State Central E-Mail Forwarding Preferences

All K-State students and employees have an e-mail account on the K-State Central E-Mail system. The university uses this account to send you official correspondence. Most K-State at Salina employees want e-mails addressed to this account to be forwarded to their Salina e-mail account so that they only have to check one place. Users can also have email forwarded to a different address of their choice. Follow these instructions to setup your forwarding preferences.

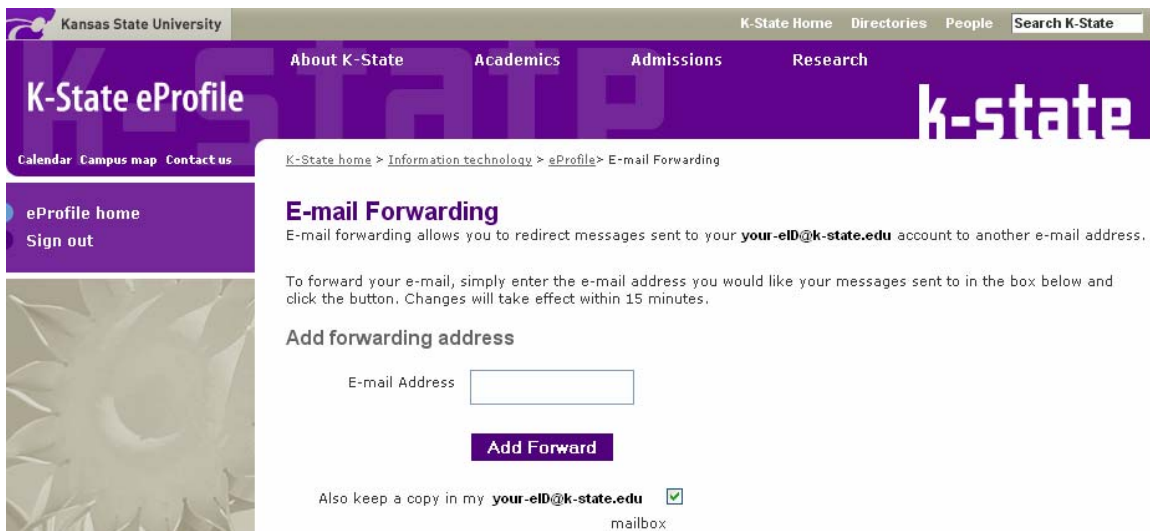
- At <http://eid.k-state.edu/> enter your eID and your eID password. Password problems? Contact Kathy Connelly. (82)6-2661
- On the **eProfile** page, click the link for e-mail forwarding (red arrow below)



The screenshot shows the K-State eProfile interface. The top navigation bar includes 'K-State Home', 'Directories', 'People', and 'Search K-State'. The main header features 'K-State eProfile' and 'k-state'. The left sidebar contains 'Calendar', 'Campus map', 'Contact us', 'eProfile home', and 'Sign out'. The main content area is titled 'eProfile' and includes a welcome message, 'Password settings' with a link to 'Change your eID password or password-reset options', and 'E-mail settings (click the links below to edit)'. A red arrow points to the link 'Set up e-mail forwarding.' in the 'E-mail settings' section. To the right, a 'Your Name' box displays user information: eID (your-eID), E-mail (your-eID@k-state.edu), Wildcat ID (876543210), Student (Affiliate Now!), and Employee (Affiliated). A footer note provides contact information for the K-State IT Help Desk.

- On the **E-mail Forwarding** page
 - If you want these e-mails forwarded to your alternate address, enter that address where shown and click **Add Forward**. Only new incoming messages will be forwarded... existing messages in your Central E-mail account will not be affected. If you do not want to have new e-mails forwarded, leave this space blank, meaning that you will need to access the Central E-Mail account to get these messages on a regular basis.

Note: Enrolled students and employees can keep a copy of forwarded messages in their Central E-Mail mailbox. Just check the box. These messages will periodically need to be removed as they accumulate to the maximum mailbox size.



The screenshot shows the 'E-mail Forwarding' page in the K-State eProfile system. The page title is 'E-mail Forwarding' and the subtitle is 'E-mail forwarding allows you to redirect messages sent to your your-eID@k-state.edu account to another e-mail address.' Below this, a paragraph explains: 'To forward your e-mail, simply enter the e-mail address you would like your messages sent to in the box below and click the button. Changes will take effect within 15 minutes.' The 'Add forwarding address' section contains an 'E-mail Address' input field and an 'Add Forward' button. At the bottom, there is a checkbox labeled 'Also keep a copy in my your-eID@k-state.edu mailbox' which is checked.

- Click on **Sign out** to save your settings

To test forwarding, send a message to yourself at your-eID@k-state.edu, then look for it in the specified alternate email inbox.