How to forward your Ranken e-mail to your personal e-mail

1. Open a web browser and navigate to https://mail.insideranken.org
   a. Login with your student username and password (the same login as insideranken.org)
   b. You will be prompted to set your time zone and language the first time you login

2. Scroll to the upper right hand corner of the window and select Options and then select Create an Inbox Rule

3. Once in the Inbox Rules window, select New
   a. That will open a New Inbox Rule dialog box
   b. Expand When the message arrives and select [Apply all messages]
   c. Expand Do the Following and select Redirect the Message to...

4. A contact list will open; at the bottom of that window will be a box that reads Message recipients.
   a. Type the email address in the To -> field that you would like your e-mails forwarded to and click Ok.
   b. From that point all e-mails sent to your Ranken e-mail will be forwarded to your personal e-mail.