

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. Follow these instructions to verify your forwarding preference.

- At <http://eid.k-state.edu/> enter your eID and your eID password. Password problems? Contact Kathy Connelly. 6-2661
- On the eProfile page, click the **(change)** link for the e-mail forwarding option as shown circled here.

The screenshot shows the 'eProfile for eID "my-eID"' page. Under 'Profile Management Options', there are sections for 'Password settings (change)', 'K-State Affiliation (verify)', and 'Student information (view)'. The 'E-mail' section shows the current K-State e-mail address as 'my-eID@ksu.edu'. Below it, the 'E-mail forwards to:' field is set to 'my-eID@sal.ksu.edu', with a '(change)' link circled in red. There are also links for 'Spam filtering is enabled (change)' and 'View your e-mail folder sizes'.

- On the E-mail Forwarding page:
 1. If you want these e-mails forwarded to your Salina account, make sure your Salina address is entered where shown. Only new incoming messages will be forwarded... existing messages in your Central E-mail account will not be effected.

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.

2. If you want to keep a copy of forwarded messages in your Central E-Mail account, check the box. But remember, if you keep these copies, you will periodically need to empty out the messages that accumulate in the Central E-Mail account.

3. Click **Update** to save your settings or **Cancel** to not change the settings.

The screenshot shows the 'E-mail Forwarding' settings page. It explains that the feature allows redirecting messages from 'my-eID@ksu.edu' to another address. It states that messages are currently forwarded to 'my-eID@sal.ksu.edu'. Below, there are instructions: 'To stop sending your messages to my-eID@sal.ksu.edu, select the Delete button.' and 'To change the destination, update the address and select the Update button.' The 'Your e-mail forwards to' section shows a text box with 'my-eID@sal.ksu.edu' and a 'Delete' button. A checkbox labeled 'Also keep a copy in my my-eID@ksu.edu mailbox.' is checked. At the bottom, there are 'Help', 'Cancel', and 'Update' buttons, with the 'Update' button circled in red and labeled with a '3'.

- To test forwarding, send a message to yourself at my-eID@ksu.edu, then look for it in your Salina account Inbox.