A...kademie der bildenden Künste Wien

Information Sheet How to redirect your Academy Mail to your private Email account

Log into your Webmail Account and click on *Settings*, select *Filters* and then click the + Symbol in the Filter column.

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Settings	Filter sets	Filters		
Preferences	roundcube			
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Now choose a name for the Filter, select "*all messages*" and select "*Redirect message to*". Add the E-Mail address where you want your mails to be redirected to. Finally click on "*Save*" to activate and save the Filter.

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Settings	Filter sets	Filters	Filter definition	
Preferences	roundcube			
Folders			Filter name: Redirect	
L Identities			For incoming mail:	
Responses			matching all of the following rules matching any of the following rules matching all messages execute the following actions:	
Y Filters				
			Redirect message to 👻 r500002@akbild.ac.at + -	
	+ 🌣 -	+ 🌣 -	Save 🕅 Filter disabled	