# 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.

# RANKEN
## TECHNICAL COLLEGE